



## SMIC-I Counselor (Elementary Focus)

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. Counseling Director 2. Principal of International Division	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	SMIC-I Counselor (Elementary Focus)	<i>Department</i>	K-12
<i>Approved By</i>	Principal of International Division	<i>Section</i>	Counseling Department
<i>Revision No/Date</i>	Approved November 11, 2018; Updated December 2025		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world-class SMIC Private School International by facilitating an emotionally healthy school learning climate for early childhood and elementary students through counseling support in a dynamic system dedicated to honor, excellence, community, and joy.		
<b>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"><li>• <u>Passion</u> about bringing quality education to students that includes ...<ul style="list-style-type: none"><li>○ love for education</li><li>○ consistently operating with a commitment to positivity, excitement, and creative problem-solving</li><li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li><li>○ being a caring contributor who brings enjoyment to the workplace</li></ul></li><li>• <u>Team spirit</u> commitment that includes ...<ul style="list-style-type: none"><li>○ a can-do attitude</li><li>○ respect for genuine joyful collaboration</li><li>○ dedication to positive and supportive interpersonal relationship skills</li><li>○ willingness to take initiative</li><li>○ desire for transparency</li><li>○ ability to take direction easily when needed</li><li>○ willingness to make personal sacrifices for the greater school-wide good</li><li>○ committed to working in a team-based teaching environment where flexibility and collaboration are key</li></ul></li><li>• <u>Strong work ethic values</u> that include ...<ul style="list-style-type: none"><li>○ high standards of quality</li><li>○ effective organizational skills</li><li>○ being self-directed</li><li>○ ability to multitask</li><li>○ comfort with big picture concepts while being detail-oriented when implementing school plans</li><li>○ serving as a strong positive role model for students at all times</li></ul></li><li>• <u>Responsible outlook</u> includes ...<ul style="list-style-type: none"><li>○ a sense of ownership and reliability in getting the job done correctly to the end</li><li>○ ability to work under pressure with deadlines yet also demonstrate flexibility with ease when needed</li></ul></li></ul>		

## Job Duties

Workload Assignment	Grade Level	Total
SMIC-I ES Student Support	Grades K-5 as assigned and needed	100% Workload
<b>PERCENTAGE OF WEEKLY WORKLOAD</b>		<b>100%</b>

### Counseling Duties

- Provide counseling support (both guidance and personal to individuals or groups) primarily in elementary grades K-5 (ages 4 and up) primarily in coordination with the staff and parents/families, (but could include other SMIC grades K–12 during emergency/urgent situations)
- Establish an active and accessible presence at the elementary school in the classroom, campus, and counseling office
- Keeping the Early Childhood Director, the Senior Director of Elementary School, and the Counseling Director apprised of counseling situations of students
- Collaborate productively, under the guidance of the K-12 Counseling Director, with the ES Counseling staff to coordinate the ES counseling workload, which can include standard testing administration and proctoring
- Be a positive and active member of the Counseling Department team to meet K-12 Counseling needs, including taking part in required department (and other) meetings
- Counseling students in group guidance and individual counseling sessions including enabling students to develop an awareness of diversity while recognizing their unique individuality and potential
- Counsel students in character building, social-emotional well-being, and specific learning support needs
- Meet with parents and teachers when necessary to develop interventions for students with academic or emotional/behavioral needs
- Proactively cooperate with teachers and staff as a means of addressing counseling concerns about students in essential areas, including personal, social, character, educational, and interest development
- Serve on ES Student Support Team (SST) meetings for students facing persistent ongoing social, emotional, or academic problems that standard interventions aren't adequately addressing
- Following appropriate school confidentiality procedures concerning topics about sensitive student and personnel issues for conversations, record keeping (student files and PowerSchool, and other school reporting systems)
- Maintain and update ES student files using PowerSchool and other school required reporting methods
- Work with the Child Protection Officer (CPO) and the Child Protection Team when needed for high school students in grades K-5.
- Maintaining a professional demeanor that is both caring and neutral while working with student issues and urgent situations and in modeling such conduct to other staff, students, and families

### Classroom Duties

- Help plan and facilitate ES character education classes and assemblies under the direction of the Senior Director of Elementary School and ES Student Affairs Director
- Could include teaching character/life skills classes to each homeroom one day a week for grades 4 & 5 (currently 10 total sections), and topics as needed for grades K1 to 3 homerooms
- Closely follow the SMIC-I "Curriculum, Instruction, and Textbook Policy" as is appropriate for the Chinese context
- Prepare effective and diverse classroom lessons to implement the school's Life Skills curriculum following the school's accepted methods
- Design authentic subject assessments and measure their effectiveness in meeting curricular goals
- Differentiate lesson plans to meet the needs of both struggling and advanced students
- Teach students who have specific learning, social, or emotional/behavioral needs
- Advise students academically, particularly those with intense academic challenges
- Collaborate with early childhood and elementary grade level teams offering a counseling perspective in planning, teaching, and assessing units

	<ul style="list-style-type: none"> <li>• Meet with parents and teachers when necessary to develop interventions for students with academic or emotional/behavioral needs</li> </ul> <p><b><u>Additional Counselor Role Duties</u></b></p> <ul style="list-style-type: none"> <li>• Help update the early childhood / elementary school profile</li> <li>• Assist with standardized test administration and other related duties as assigned (inclusive of, not limited to, SAT, ACT, PSAT, MAP, and possibly AP testing)</li> <li>• Support the work of the Counseling Department's initiatives, including supporting the Academic Recovery Program, Big Brothers / Big Sister, etc.</li> <li>• Remain available to assist with discretionary counseling duties (inclusive of testing) and emergencies as assigned by the Counseling Office Director and ES/MHS administration</li> <li>• Offer professional development presentations on counseling-related topics periodically at faculty meetings</li> </ul> <p><b><u>General Staff Duties</u></b></p> <ul style="list-style-type: none"> <li>• Positively and productively collaborate with all staff</li> <li>• Actively and positively promote the school's "Expected School-wide Learning Results" (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character</li> <li>• Follow the SMIC Code of Ethics and school policies as outlined in the most current version of the <i>SMIC Staff Handbook</i></li> <li>• Maintain and update timely student records including (class webpages, grading homework, grade books, progress reports, report cards, student attendance, and other required documents)</li> <li>• Create an engaging and organized learning space (classroom and office) for students</li> <li>• Actively fulfill assigned supervision duties, which could include passing period duty, lunch duty, study hall assignments, etc.</li> <li>• Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner regarding their child's learning and social-emotional needs</li> <li>• Proactively meet and communicate with parents/guardians, students, and other teachers when necessary to develop interventions for students with academic, emotional/behavioral, or other needs</li> <li>• Serve on as staff support when needed for elementary events such as ES Graduations, Winter Concert, Sports Day, International Day, and Back-to-School Night</li> <li>• Take an active role in required meetings (grade level; departmental; grade level; committees, faculty; etc.)</li> <li>• Carry out student supervision duties as assigned</li> <li>• Serve as a departmental substitute when needed</li> <li>• Assist with additional duties as assigned</li> </ul>
--	--

<b>Organization and Communication Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates a strong positive commitment toward school improvement</li> <li>• Knowledgeable about the K-12 American-style education system and how early childhood/elementary school-level counseling and instruction integrates into it</li> <li>• Comfortable working in a school that integrates Chinese- and American-style educational philosophies, especially in a Chinese private school context</li> <li>• Comfortable with computers for school-related purposes, including PowerSchool, Rubicon Atlas, Canvas, email, and Microsoft Office programs</li> <li>• Desires to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible and culturally sensitive in adapting to a multicultural environment with school community members (students, staff, and families) of many nationalities</li> <li>• Strong understanding of working with students, parents/guardians, and staff from diverse cultural backgrounds</li> <li>• Positively and proactively communicate with parents/families and students</li> <li>• Works effectively with students who exhibit near English proficiency</li> <li>• Patient in working with members of the school community calmly and positively in tense, high-pressure situations, including the following chain of communications command</li> <li>• Fluent in both oral and written English at a highly professional standard</li> </ul>
--	--

<b>Research-based Best Practices Guiding SMIC-I Frameworks</b>	<ul style="list-style-type: none"> <li>• <i>Mindset: The New Psychology of Success.</i> Carol S. Dweck. Random House. 2006</li> </ul>
<b>Education and Work Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u> in a counseling education-related field (i.e., elementary counseling, psychology), but a bachelor's degree in education-related field (i.e., family counseling, early childhood education, elementary education, secondary education) is considered with a counseling/teaching license and 2-years of verifiable full-time counseling/teaching experience in an elementary school</li> <li>• Must possess a valid counseling license/certificate in elementary or early childhood education</li> <li>• At least 2-years of full-time counseling experience in a regular elementary school</li> <li>• Evidence of current relevant professional development, especially in counseling</li> </ul>
<b>Signatures</b>	<ul style="list-style-type: none"> <li>• I have been provided a copy of this job description which I have reviewed.</li> </ul> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> X  <hr/> Employee </div> <div style="text-align: center;"> X  <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> X  <hr/> Date </div> <ul style="list-style-type: none"> <li>• As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above.</li> </ul> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> X  <hr/> Official School Designee </div> <div style="text-align: center;"> X  <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> X  <hr/> Date </div>