

Job Description **Guidance Counselor**

Reporting to: The Head of School

As a Guidance Counselor in our international school setting, you will play a crucial role in fostering the academic, social, and emotional development of students across all levels from kindergarten to secondary. You will collaborate with faculty, staff, parents, and external resources to provide comprehensive guidance and support to ensure the success and well-being of our diverse student body.

General Responsibilities

- Provides immediate support to students experiencing crises such as bereavement, trauma, or emotional distress, and coordinate with appropriate resources for additional assistance when necessary.
- Participates in the planning, development, implementation and evaluation of different guidance activities
- Conducts guidance orientation for students and parents
- Schedules and conducts individual or group counseling sessions
- Administers tests that have been approved by the Head of School, scores, interprets tests and discusses results to students in collaboration with the respective heads of departments and/or the ANP coordinator.
- Gathers data for the individual inventory of students and maintains cumulative records
- Conducts evaluation of guidance activities and needs assessment of students as bases for guidance activities
- Consults activities with appropriate authorities to ensure the proper coordination of the programs and activities with other agencies in the school
- Collects and disseminates information to all concerned individuals
- Writes and submits guidance-related reports and maintains records with confidentiality
- Identify students in appropriate academic, social and occupational programs and settings and propose intervention/s to the department head
- Conducts research and evaluation to determine effectiveness of strategies and services implemented
- Refers clients to more qualified experts
- Facilitates enrichment/training programs for students and parents
- Conducts meetings and follow-ups with students, parents and teachers on important concerns
- Participates actively in professional organizations and attends seminars and other related programs and activities for professional advancement
- Completes other tasks deemed necessary as directed by the department head

Qualifications:

1. Master's degree in School Counselling, Counselling Psychology, or a related field.
2. Previous experience working as a school counsellor or in a related counselling role preferred.

GERMAN EUROPEAN SCHOOL MANILA – a part of European International School (EIS Inc.)

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3. Strong interpersonal and communication skills, with the ability to build rapport with students, parents, and staff.
4. Knowledge of child and adolescent development, counselling techniques, and evidence-based interventions.
5. Ability to work collaboratively as part of a multidisciplinary team.
6. Sensitivity to cultural and individual differences, with a commitment to equity and diversity.
7. Excellent organizational skills and attention to detail.
8. Ability to maintain confidentiality and adhere to ethical standards in counselling practice.