



School Counselor **Job Profile**

Reports to, and receives assistance, from:

- Counselling Department Coordinator

Essential Responsibilities Include:

1. Design and setup of therapy space - teaching materials, furniture, and overall learning environment.
2. Design and execute therapy class activities in 1:1, small group, or large group setting, as assigned
3. Supporting homeroom teachers with design, maintenance, and presentation of appropriate IEP goals and educational reports for each child (only with relation to concerned therapies)
4. Collaborating with teachers, school wide, and assisting in lesson planning that may support generalisation or acquisition of specific therapy related skills in their classrooms
5. Designing child-specific behaviour intervention plans in collaboration with relevant team members
6. Attending parent teacher conferences for students, as requested
7. Proactively communicating with parents, and responding to their queries promptly, as per internal protocol of therapy department
8. Fulfill all PD requirements, including workshops, book clubs, online courses, etc.
9. Attend all PLCs spaces i.e. collaborative meetings within department or school as required
10. Planning and executing workshops (PD for school team, parent workshop, outreach, etc.).
11. Meeting with parents as and when needed to support with behaviours at home
12. Co-planning and co-conducting Parent Support Group meetings
13. Organizing and/or helping the [school organize various functions](#)
14. In addition to the above, performing all those functions that might be necessary in order to ensure that the school's services are of the nature and quality that will help fulfill its founding vision