



SHANGHAI LIVINGSTON AMERICAN SCHOOL

上海李文斯顿美国学校

Job Title: Secondary Guidance Counselor
Reports: Director of Guidance

Division/ Department: Administration
Work Duty Hours: 8:00 AM – 5:00 PM
August 1 to June 30

Last review Date: June 1, 2025

SLAS believes:

- that each employee makes a significant contribution to our success,
- that contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SLAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

Education:

College Diploma Equivalency

Experience:

Two years of office experience with focus on assisting secondary students research careers and universities

Responsibilities

Administrative:

- Oversee graduation requirements and credits---meet with students with deficiency notices
- Record permanent grades
- Update G.P.A. and class rank
- Process transcripts, letters of recommendation, and other correspondence
- Class scheduling
- Monitor inputting of grades and teacher comments
- Compile list of honor roll students and include honor roll certificates with report card
- Compile the BRAG student list
- Help with conferences and open house
- Help students find and work with tutors
- Manually enter grades, grade points and credits for classes taken outside

Academic Guidance:

- Manage student schedule changes
- Study habits, teacher relations, class discipline referral

Career Education:

- 7th and 12th Grade --Career investigation, scholarships and university searches
 - Career Days and Class Career Field Trips

Personal Counseling and Growth:



- Individual interview with each student

Example Problem Areas

- Adjustment to high school
- Alcohol and Drug Education
- Peer Pressure-Self-Esteem-Guilt
- Family Problems and Relationships
- Stress and coping skills
- Depression, abuse, and suicide warning signs.
- Other

SCHEDULING:

- Help students and parents with course selections
- Enter schedules in the computer
- Resolve conflicts
- Take care of any schedule changes

RECORDS:

- Make and update permanent records cards
- Make and update 4-year plan cards
- Transcripts - Update yearly for current students
 1. Seniors: 7th semester and final transcripts
 2. Request from former students
- Cumulative folders
- File all testing results, labels, EX. For ITBS, PSAT, AP, ESL, SAT and ACT

NEW STUDENTS:

- Verify courses for graduation credit

TESTING

- Schedule, order, coordinate, and help with administration of standardized tests:
- Help students with ACT SAT and AP registrations

STUDENT SERVICES

- Help with college searches
- Scheduling College Representatives and campus visits
- Arrange visits with college personnel
- Coordinate a financial aid night for parents and students
- Help students with college and scholarship applications
- Write letters of recommendation for students
- Compile a list of senior awards for the school
- Compile a list of senior awards and pictures for publication in the yearbook and school newspaper
- Coordinate and plan graduation and year-end activities
- Underclassmen awards
- Conduct orientation for incoming 6th grade students
- Work with staff to enhance understanding of all aspects of the student's development and its impact on learning.
- Participate in and facilitate the intervention team process
- Protect the confidentiality of student records and release personal data in accordance with Board policies.



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- Establish and maintain a cooperative relationship with faculty, staff and administration to facilitate the provision of optimum guidance and counseling services.
- Delineate and promote the counselor's function in meeting the needs of students.
- Assist in the development of: curricular and environmental conditions appropriate for the school and community; educational procedures and programs to meet student needs; and, a systematic evaluation process for guidance and counseling programs, services and personnel.
- Promotes positive school-community relationships through active participation in school and civic organizations and functions.

MISCELLANEOUS

- Write Guidance Office news for the newsletter
- Performs all other tasks and duties as assigned.

School Hours

8:00am to 5:00pm Monday to Friday

Administrative staff are contracted to be available to work up to 45 hours per week. Occasional weekend or evening work may be required.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the school.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises none.