

# Position Profile

## School-Based Mental Health Counsellor

**Level:** Professional

**Responsible to:** Head Counsellor & Principal

**Load:** 100%

**Service Period:** Year Round

### Nature & Scope

To provide school-based counselling and assessment services to students (Preschool-12) that will facilitate positive growth in students whose behavioral/emotional issues are affecting their academic or social performance at school. To provide consultation to teachers, administrators, and parents and to design and implement a counselling program that facilitates positive growth and change in the social, emotional, and physical thinking and behaviour of students that leads to the development of God-given gifts for Christ-like service in the world community.

### Professional Responsibilities

#### 1. **Modeling and Leadership**

- a. Model a personal commitment to Christ and Bible-based Christian living.
- b. Strive to inspire others to Christian commitment, faith, and living.
- c. Contribute towards and maintain a positive Christian spiritual environment.
- d. Exhibit characteristics of being a life-long learner.
- e. Maintain a positive academic environment focused on growth and excellence.
- f. Consistently model professionalism.
- g. Assist in the development of short and long-range goals for the Counselling Department.
- h. Work in conjunction with the Student Life Network, Learning Support Team, and Guidance Teams to consult and coordinate interventions.
- i. Consistently demonstrate knowledge and use of effective team-building strategies.
- j. Provide leadership that ensures all activities of the Counselling Department are congruent with the school's vision and mission.

#### 2. **Supervision**

- a. Consistently seek to maintain positive morale among the Counselling Team.
- b. Assist the counselling team in evaluating and maintaining mental and emotional health for students.
- c. Work cooperatively with the Learning Support, to develop, plan and offer resources for growth and improvement.
- d. Develop an effective K-12 counselling program for students.
- e. Work with the Counseling Team and Department by attending Team meetings and weekly supervision meetings.

#### 3. **Counsellor Duties**

- a. Develop a Preventive Counselling Program in the counselor-assigned area of focus that focuses on the healthy management of life's issues through periodic extension activities for students, staff, and parents. Current programs include supporting the child safety program and transition programs.
- b. Counselling
  - (i) Provide school-based counseling for students whose social/academic performance is affected by emotional and behavioral issues.
  - (ii) Provide time-limited and research-based interventions for students needing school-based counseling intervention.
  - (iii) Write 504 accommodations and Behavioral Intervention Plans based on best practices in the United States.
  - (iv) Assist the principals, learning support teachers, and classroom teachers in implementing the 504 accommodation plans for emotional/behavioral issues.
  - (v) Serve as consultant for teachers who have students who are displaying social/emotional/behavioral issues in the classroom.
  - (vi) Serve as a member of the Response To Intervention Team and Student Life Support Team
  - (vii) Assist the Child Safety Team in conducting reviews, consulting with administration, and implementing support interventions for students.
  - (viii) Coordinate therapeutic and/or educational groups to address specific issues preventatively.
  - (ix) Develop and coordinate transition care for new and departing students within the counselor's assigned school.
  - (x) Recommend students for long-term counselling services at a professional counselling center as necessary and act as a liaison between the school and the outside referral agency.
  - (xi) Maintain documentation of student cases and crises as required by the school protocol.
- c. Crisis Intervention
  - (i) Assist the school and counselling department in crisis intervention.
  - (ii) Assist in the development of programs and plans for effective crisis intervention.
  - (iii) Assist in the management, prevention, and assessment of child safety issues as requested by the child safety team.
  - (iv) Be on call to respond to crises as needed.

#### **4. Communication & Collaboration**

- a. Maintain workable relationships with colleagues, students, and parents.
- b. Make an effort to know the students personally and participate in student events and activities.
- c. Provide written reports of student progress as requested, scheduled, and/or needed
- d. Maintain an attitude of openness and desire for communication.
- e. Attend and participate in school staff meetings.
- f. Serve on committees (Response to Intervention Team, Student Support Team, and Child Safety Team) to support the overall school programs.

- g. Collaborate with the Student Life Network and Administration in planning the support program for all students.

## **5. Professional Development**

- a. Annually submit a written list of professional goals to the Professional Development Coordinator, Head of Department, and Principal.
- b. Participate in scheduled in-service, curriculum planning, and professional development activities.
- c. May seek performance feedback from colleagues, parents, and students as part of his/her self-evaluation procedure.
- d. Remain abreast of current developments in Christian educational and counselling theory through active collaboration with other professionals and through reading of professional journals

## **QUALIFICATIONS**

1. A personal commitment to Jesus Christ as Savior and Lord.
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy.
3. Demonstrate a respect for diversity of culture, religion, and different Christian traditions.
4. Demonstrate an appreciation for the diversity of the body of Christ.
5. Possess a minimum of a Master's Degree in counselling from a North American accredited tertiary body.
6. Hold a counselling certificate from an authorized governmental agency from the individual's home country and an ability to pursue certification as a counselor in Kenya.
7. Show evidence of recent professional growth.
8. Give evidence of previous successful counselling experience utilizing research-based and school-based interventions.
9. Demonstrate knowledge and understanding of child development and an ability to integrate an understanding of Christian personhood with counseling theories.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing
11. Demonstrate the ability to use technology for word processing, Google Docs & Spreadsheets, and the School Information Database System (PowerSchool).
12. Demonstrate a life congruent with the Basic Tenants & Child Safety Code of Conduct of Rosslyn Academy.
13. Previous international travel and understanding of TCK's and CCK's is preferred.