



## **SCHOOL COUNSELOR JOB DESCRIPTION**

### **POSITION: PART-TIME SCHOOL COUNSELOR KG – GRADE 8**

Tarbiyah Academy, an independent Islamic, International Baccalaureate school located in Elkridge, MD, seeks to hire a School Counselor. Tarbiyah Academy will strive to hire highly qualified motivated individuals that are certified in and dedicated to their profession. Because our future faculty and staff associates will be vital and valued members of the Tarbiyah Academy family, we plan on offering them an inspiring and a rewardingly stimulating environment. The Counselor will work closely with Students, Parents, Teachers as well as the Head of School.

### **WHAT WILL A COUNSELOR AT TARBIYAH ACADEMY BE EXPECTED TO DO?**

The following is a general description of Tarbiyah Academy's expectations.

REPORTS TO: Head of School

MINIMUM QUALIFICATIONS: A Tarbiyah Academy Counselor need to have the following minimum qualifications:

- A bachelor's degree in education, psychology or sociology or International equivalent – as determined by an independent agency authorized to evaluate foreign credentials
- Master Degree in related field preferred but not required
- Fluency in verbal and written communication in the English Language
- US Citizenship or Green Card Holder. Candidate must be able to work in the United States.

TERMS: A School Counselor is required to work in accordance with the Tarbiyah calendar, salary, benefits, and work hours as specified in the contract and internal agreements.

RESPONSIBILITIES:

- Implementing a competitive school counseling program that promotes students' success
- Listening to student's concerns about academic, emotional or social problems
- Helping students process their problems and come up with goals and action plans
- Mediate conflict between students and teachers
- Empowering children to take ownership
- Organizing peer counseling sessions when needed
- Referring child (through parents) to a psychologist or other mental health professional when needed
- Working with teachers and administration to improve learning conditions

- Encouraging students to reflect on their actions and be critical thinkers
- Seamlessly integrating Islamic and common moral values into counseling sessions
- Participating in and supporting the school's positive behavior policy and general ethos

## **WHAT PERSONAL QUALITIES WOULD AN IDEAL TARBIYAH ACADEMY COUNSELOR HAVE?**

### **KNOWLEDGE AND UNDERSTANDING:**

- Practical understanding of effective counseling strategies
- Theoretical understanding of effective counseling strategies
- Understanding and knowledge of principles and practices of differentiation based on student's needs

### **PERSONAL QUALITIES:**

- A demonstrated and genuine liking and appreciation of children
- Attention to detail
- Inclusiveness
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated

### **CORE COMPETENCIES:**

We are looking for someone who can:

- Establish and maintain good relationships with colleagues, learners, and parents
- Communicate effectively in Standard English, orally and in writing
- Deal effectively and non-confrontationally with learners and staff
- Positively influence others
- Listen actively