

School Counselor/ Student Management Coordinator (M/F)

ISF International School Frankfurt Rhein-Main

CLOSING DATE: Until Filled

STARTING DATE: October 2017

THE POSITION

We are looking for a dedicated and experienced School Counselor to serve as our school's Student Management Coordinator (SMC). The SMC is the head of the Student Management Organisation, which is responsible and accountable for maintaining and monitoring a discipline environment conducive to learning in the entire school.

The SMC oversees the Deputy Student Management Coordinator and all supervisors, and works closely with the Director, the school administrative team, staff, and the SABIS® Corporate Director of Student Management. He/she effectively communicates with students and motivates them to do what is right, as well as talks to parents in all matters pertaining to student behavior, discipline, and welfare.

The SMC makes sure all SABIS® philosophy, systems, policies, and procedures, as well as all local, state, and federal child welfare standards are properly implemented and adhered to and serves as liaison to local, state, and federal agencies and youth welfare/ child protective services offices.

REQUIRED QUALIFICATIONS

Bachelor's degree in Psychology, Counselling, or a related field (master's degree preferred), with counselling certification (must be formally recognised in Germany).

Native or near-native competency in English and strong competency in German is required.

COMPETENCIES

The ideal candidate will display the following skills and competencies: Leadership and team management skills, interpersonal and communication skills, organizational and self-management skills, ability to handle multiple responsibilities effectively, goal-orientated planning and execution skills, problem-solving skills, integrity, dependability and readiness to go above and beyond when necessary to reach goals.

PRINCIPAL ROLES AND RESPONSIBILITIES

- Effectively implements and uses school/SABIS® systems and tools to document student behavior and to maintain student records in an accurate and secure manner, both in and out of class.
- Ensures that proper correspondence is kept of written communications to parents regarding behavior and any other paperwork that relates to behavior.
- Ensures that proper records of all meetings and telephone conversations regarding behavior and other related matters are kept.
- Works closely with teachers to track classroom operation and to follow up with students on day-to-day behavioral issues.
- Looks for patterns of misbehavior and coordinates appropriate measures as needed with Deputy Student Management Coordinator (SMC) and supervisors.

- Effectively communicates with students (meet, listens, seeks to understand, convinces) winning them over and developing a support network.
- Effectively motivates and inspires students to do what is right, sets high expectations and standards of responsibility.
- Encourages self-discipline and offers guidance and uses praise and reprimand appropriately; gets students involved to become a positive behavior role model for other students.
- Clearly communicates behavior expectations to students, teachers, and staff and take necessary preventative action to maintain a disciplined environment conducive to learning.
- Establishes a plan to detect and deal with potential aggression in coordination with the Deputy Student Management Coordinator and supervisors.
- Coordinates with the Director and Student Life Coordinator (SLC) to promote the Student Life Code of Honor throughout the school; keeps finger on the pulse of the school.
- Effectively intervenes to reward positive behavior, discourage inappropriate behavior, or effect a change in correction in a behavior; appropriately uses different types of intervention (reinforcement, consequences, reminders, in accordance with school/SABIS philosophy and policies, to help maintain a disciplined environment in the school; appropriately uses advising and counseling as an integral part of any intervention.
- Serves as liaison to local, state and federal agencies and youth welfare/ child protective services offices.
- Ensures the implementation of and adherence to all relevant local, state and federal rules and regulations, such as the *Hessisches Schulgesetz*, to safeguard the health and safety of all children.
- Prepares and teaches Advising classes when necessary.
- Enforces safety rules.
- Knows and follows school procedures to safeguard the health and safety of the children.
- Is familiar with emergency procedures.
- Is in a position of extreme trust.
- Attends staff training sessions.
- Attends staff meetings as requested by the Director.
- Is able to deal with different cultures and different grade levels.
- Assists teachers with classroom management skills training
- Maintains annual staff/ teacher handbook
- Organizes and conducts teambuilding workshops for students in the responsible respective grade levels.
- Organizes and conducts parenting workshops.
- Attends, organizes and conducts staff training sessions for staff and the Student Management Department.
- Provides individual and group counseling services to meet the developmental, preventive, and remedial needs of all students.
- Manages the overall operation of the Student Management Department.
- Cooperates with outside agencies, when necessary, on students' well-being and development
- Implements an effective referral and follow-up process
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Adheres to laws, procedures for determining and structuring individual and group counseling services.
- Performs other duties as assigned or as situation dictates within the scope of the classification.

OUR SCHOOL YEAR

The school year runs from the end of August through to the end of June. The 3 terms are between 12 and 13 weeks in length. The working week is Monday to Friday and the school day is 8.00am to 4.00pm. There are many after-school activities that are led by staff, parents and outside instructors. During the school year-between August and June - there are approximately 6 weeks of vacations; one week in October, two weeks for

the Holiday Break, one Winter week in February and two weeks for the Spring Break. There are also the occasional German public holidays. In total, there are 180 school teaching days as well as two weeks of staff training and orientation before the start of the Academic year.

ADDITIONAL INFORMATION

At ISF, we are proud to have a committed and talented staff to serve the needs of our diverse student body. Competitive salary and international employment benefits are offered. For additional information about ISF, compensation, housing opportunities, living in the Frankfurt Rhein-Main region, the SABIS® Network, please consult our fact sheets and additional documents for potential applicants at: <http://applicants.sabis.net/isf/>

TO APPLY

If you would like to apply for the advertised position, please send your CV and a cover letter to isf@sabis.net. To meet child safety standards, we also require all applicants to submit a copy of a recent criminal background check with their application.