

Internship & Work-Integrated Learning Center (iWIL)

JOB VACANCY FORM

Job Reference No.: JV143

Company Name: **Emirates National School**

Company Type: Semi-Government



Job Position/Title:	Counselor /parent care office	Academic Major:	Human Services & Counseling
Salary Range:	17,000 to 21,000 Dhs	Years of Experience:	Fresh Graduate or with two years experience at least.
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	Key Responsibilities: DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM - Identifies and prepares a plan for a comprehensive school counseling program with the school principal. - Develops and maintains a written plan for effective delivery of the school Counseling program based on the American School Counselor Association and current individual school data. - Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., students, parents, administrators, teachers, parent communication officers, colleges and universities). - Maintains current and appropriate resources for education stakeholders. - Provides direct services through the Guidance Curriculum; Individual Student Career and Post-Secondary Planning; and, Preventive and Responsive Services, - Uses data to develop comprehensive programs that meet student academic, career and social needs. GUIDANCE CURRICULUM - Provides leadership and collaborates with other educators in the school-wide integration of the Guidance Curriculum. - Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals in behavior management. - Incorporates into student academic and career programs the life skills that students need to be successful in the twenty-first century. INDIVIDUAL STUDENT PLANNING - Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans. - Accurately and appropriately interprets and utilizes student data. - Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.		

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	PREVENTIVE AND RESPONSIVE SERVICES • Provides individual and group counseling to students with identified concerns and needs. • Consults and collaborates effectively with parents/guardians, teachers, parent communication officers • administrators, and other educational/community resources regarding students • with identified concerns and needs. • Implements an effective referral and follow-up process as needed. • Accurately and appropriately uses assessment procedures for determining and • Structuring individual and group counseling services. SYSTEM SUPPORT • Provides appropriate information to school personnel related to the • Comprehensive school counseling program. • Assists teachers, parents/guardians, principals, parent communication officers and other stakeholders in interpreting, understanding and applying student data. • Participates in professional development activities to improve knowledge and • Skills. • Uses available technology resources to enhance the school counseling program. • Adheres to laws, policies, procedures, and ethical standards of the school counseling profession, Ministry of Education and United Arab Emirates. ACCOUNTABILITY • Conducts a yearly program audit to review extent of program implementation and effectiveness. • Collects and analyzes data to guide program direction and emphasis. • Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders. • Annually and as needed monitors each student's academic performance, behavior, and attendance and facilitates appropriate interventions.
Minimum Qualifications:	Bachelor Degrees
No. of Positions Required:	2
Job Close Date:	March 15, 2012

To Apply, UAEU Graduates/Alumni should send their CVs to:

a.issa@ens.sch.ae