

<b>Asian Hope</b> <b>Position Description</b> <b>Position Title:</b> School Counselor <b>Revised:</b> February 2025	1
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The position of School Counselor is an exempt position of Asian Hope (AH) which must hold to the Constitution/By-Laws of Asian Hope. The School Counselor must be willing to sign the AH Statement of Faith. The School Counselor must also abide by all of AH as well as departmental specific policies and procedures and the expectations of assigned position responsibilities.

**Schedule:** Monday - Friday with occasional weekend and holiday duties; 40 - 44 hours per week.

**Location:** Logos International School & Asian Hope International School Phnom Penh

**Responsible To:** Schools' Leadership Teams & DoE

**Purpose:** Act as a liaison between teachers, students and parents to create a supportive environment thereby equipping and supporting students who need spiritual, emotional, and physical counsel to reach their God given potential

**Primary Responsibilities:**

1. Be available for emotional and spiritual individual counseling.
2. Be a consultant for behavioral concerns with specific students.
3. Serve as a resource and guide to teachers who are leading advisory groups.
4. Identify along with teachers and administrators those students who will benefit from individual or group counseling.
5. Assist in developing crisis management counseling policies.
6. Counsel families, teachers and students during a school crisis.
7. Be a liaison with community professionals (counselors, psychologists, etc.) and develop a referral list of qualified professionals.
8. In specific situations, act as a liaison between teachers, students and parents to ensure open communication and collaboration between all parties.
9. Assist the Leadership Team and College Advisor (for middle and high school students only) in conducting an orientation for new students and their parents.
10. Provide information for parents and students in relation to social emotional wellbeing that may include presentations or information packs

**Skills/Qualifications:**

Licensed / qualified counselor  
 Current experience in counseling young people  
 Cross-Cultural experience  
 Organisational skills and initiative  
 Ability to present to parents, students and teachers (preferred)

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 Print Name

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 Employee Signature