

Job Description

Beijing City International School

TITLE: Assistant to University Guidance Counselor/ HS Social-Emotional (SE) Counselors

QUALIFICATIONS: Bachelor's Degree or higher

REPORTS TO: Secondary School Principal, Director of University Guidance and High School Counselor

JOB GOAL: Work as a member of the Secondary School office team to provide administrative support to University Guidance and High School Counselor(s).

RESPONSIBILITIES:

1. Assists and provides support in a full range of job functions related to the University Guidance and Social-Emotional Counseling (SE) programs at BCIS.
2. Provide feedback on programs and operations to principals, counselors, and any other necessary staff member.
3. Assist University Guidance Counselor in transcripts, mailing, events (workshops, parent evening etc.), SAT set up and coordination, general office help and translation.
 - Proctors SAT exams on Saturdays
 - Liaises with PM to ensure testing environment is conducive and meets regulations
4. Assist Secondary School Guidance counselor in producing and mailing the school documentations.
5. Provide technical support on MaiaLearning, and ManageBac as required.
 - Uploads all student information onto MaiaLearning, sets up student and parent accounts, grades 9-12
 - Creates class list and general updating of ManageBac
6. Assist with special events such as award evenings, coffee chats. PAL workshops, Art Forum, College Fairs.
 - Helps coordinate and organize setup/take down of events
 - Liaises with PM to ensure all setup requirements are met
7. Assist with the maintenance UGC displays.
8. Supports in the admissions and withdrawal process for new and exiting students; distribute and track to ensure process is complete before final reports are issued.
9. Provide Chinese language support to counselors, principals and parents as required.
10. Understand and implement BCIS policies, procedures and practices.
11. Maintain confidentiality about all school and student-related matters.
12. Supports High School counselor in managing all secondary school application to US boarding and day schools.
 - Producing transcripts
 - Coordination of teacher recommendations
 - Liaising with families
 - Liaises with admissions department to produce statements of attendance
 - Other tasks related to counseling as requested by counselors, and principals,

General Requisite Skills:

1. **Minimum four years experience in a similar role**
2. **Communication** – effective communication, fluent in both spoken and written Chinese and English with the ability to provide translation services.
3. **IT Skills** – Word-processing, spreadsheets, slide presentations, and database management. Mac-skills is an advantage. Must be willing to learn and develop a high IT skill level. Knowledge of Naviance, MaiaLearning, Bridge U or other online university platform.
4. **Interpersonal Skills** – Polite, positive and professional at all times in dealings with Chinese and English speakers within and beyond the school community in both oral and written forms of communication, tone, manner and presentation, being a school representative and maintaining confidentiality at all times.
5. **Professional Growth** – Preparedness to grow professionally and to seek assistance and advice when necessary as well as an ability and interest in solving problems
6. **Personal Initiative** – seek opportunities to improve the work space and activities and propose changes to improve overall efficiency
7. **Pride in work** – meet deadlines and complete high quality work in required formats, keeping workspace clean and clear as well as keeping school information secure
8. **Respect for school** – understand and acting in accordance with the BCIS mission and philosophy to best serve students, parents and staff
9. **Professional office demeanour** – acts appropriately in confidential matters with parents, students, faculty and staff.

WORK YEAR: Around 240 days per year. Salary to be established by Head of School with approval of Board.

EVALUATION: Performance of this job will be evaluated by SS Principal in accordance with Board Policies and Protocols.

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

Revised: September 12, 2019