



**CARMEL SCHOOL**  
Excellence • Community • Tradition



## School Counselor (Part-Time)

Carmel School is a leading international IB Continuum World School accredited to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP). Carmel School is also accredited by WASC.

We are looking for a passionate person to join our team in mid-August 2022.

### **Duties and Responsibilities**

- Provide direct support service to individual students.
- Deliver group sessions as required.
- Complete assessments, referrals, and counseling with students and families.
- Consult with other professional staff and outside agencies and other organizations.
- Develop and maintain family outreach programs and community partnerships.
- Serve as a member of the family support team and other school based teams.
- Complete written reports as needed or as requested by the Principal.
- Conduct professional development workshops on identifying at-risk students.
- Interview students and provide family support and advice as aid when directed by the Principal.
- Make oral presentations of assessments, diagnostics, home visits, and observations.
- Other duties as assigned.

### **Requirements:**

- Master's degree in Counseling, Psychology or equivalent
- Two years' school counseling experience and experience in an international school is preferred

Please email your current resume together with a cover letter, expected salary, employment reference letters, teacher certification and university transcripts to [hr@carmel.edu.hk](mailto:hr@carmel.edu.hk).

All personal data submitted will be used for recruitment purposes only and all related information will be kept for up to 24 months.

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