



## POSITION TITLE: PRIMARY COUNSELOR

<b>POSITION TITLE:</b>	Primary Counselor
<b>DIRECT SUPERVISOR:</b>	Primary School Principal
<b>REMUNERATION:</b>	
<b>CONTRACT DAYS:</b>	190 days
<b>PERIOD OF APPOINTMENT:</b>	Per Employment Contract
<b>DIRECT REPORTS:</b>	not applicable

### **Mission**

We challenge, inspire and empower learners to develop their unique potential in our changing world.

### **Vision**

We will lead the way toward a sustainable future.

### **Values**

Balance, Respect, Resilience, Innovation and Courage

### **VIS Definition of Learning**

We learn when we build and apply new understandings and skills in a variety of contexts.

### **VIS Learning Principles**

The following research-based learning principles guide our teaching practice:

- **Learners at the center:** Recognizing learners as core participants and encouraging active engagement.
- **Learners are unique:** Engaging all learners and adapting to individual needs.
- **Learners have emotions:** Understanding the role of emotion and being aware of individual motivations.
- **Learners have potential:** Embracing challenging expectations while understanding individual variations.
- **Learners are collaborative:** Recognizing the value of social interaction to engage with multiple perspectives.
- **Learners make connections:** Linking understandings and transferring learning to new situations.
- **Learners are reflective:** Having a clear purpose, understanding next steps, and using feedback to support growth.

### **IB Learner Profile:**

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective



## **POSITION TITLE: PRIMARY COUNSELOR**

### **POSITION OVERVIEW**

The Primary School Counselor plays a key role in supporting the academic, social, and emotional well-being of students in the primary years. As part of a diverse international school community, the counselor works collaboratively with students, families, teachers, and administrators to create a safe, inclusive, and nurturing environment where every child can thrive. The role involves providing individual and group counseling, implementing preventative programs, supporting transitions, and promoting social-emotional learning that reflects the school's mission and values.

### **KEY RESPONSIBILITIES:**

#### **Student Support**

- Provide short-term, solution-focused individual and group counseling to students.
- Support students in developing self-awareness, coping strategies, resilience, and conflict-resolution skills.
- Identify and respond to students' social, emotional, or behavioral needs, referring to outside professionals when appropriate.
- Proactively supports students in navigating transitions, including entering, moving between, and leaving the school.

#### **Program Development & Delivery**

- Design and deliver age-appropriate social-emotional learning (SEL) lessons aligned with the school's values and developmental benchmarks.
- Collaborate with the Counseling Team, Director of Student Support, the Director of Holistic Learning, and teachers to integrate SEL into the classroom environment and curriculum.
- Lead proactive initiatives to foster a positive, safe, and inclusive school culture.
- Organize and facilitate parent education workshops on relevant topics such as resilience, digital well-being, and positive parenting.

#### **Collaboration, Consultation & Safeguarding**

- Work closely with teachers and the Student Support Team to identify student needs and share and implement strategies for academic and personal growth.
- Consult with parents to provide guidance on developmental, social, and emotional issues.
- Serve as a resource and advocate for students, ensuring their voices are heard and needs are considered in decision-making.
- Actively promote and uphold child safeguarding policies and procedures, serving as a first responder for student concerns.
- Serve as a member of the Child Safeguarding team while serving as a Child Safeguarding Officer (CSO). while helping to ensure compliance with school protocols and collaborating with the Designated Safeguarding Lead (DSL) when managing disclosures or concerns.
- Contribute to schoolwide initiatives related to well-being, safeguarding, and child protection.



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### **Professional Responsibilities**

- Maintain accurate records and documentation of counseling services.
- Uphold confidentiality and ethical standards in line with international counseling best practices.
- Engage in ongoing professional learning to stay current with best practices in school counseling, child protection, and international education.
- Participate in faculty meetings, professional learning communities, and school events.

### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in School Counseling, Counseling Psychology, or a related field.
- Relevant certification or licensure as a school counselor.
- Prior experience as a counselor in a primary/elementary school setting, ideally in an international or multicultural environment.
- Strong knowledge of child development, counseling practices, and social-emotional learning frameworks.
- Demonstrated knowledge of international child protection and safeguarding practices, with experience responding appropriately to disclosures and concerns.
- Proven ability to maintain confidentiality while prioritizing student safety and well-being.
- Demonstrated cultural competence and the ability to support a diverse student population.
- Excellent interpersonal, communication, and collaboration skills.
- Familiarity with the IB PYP curriculum preferred

### **VALUES**

At Vientiane International School, we value diversity, inclusivity, respect for others, integrity, responsibility, empathy, and compassion. The ideal candidate should share these values and attitudes while also being committed to promoting student wellbeing through individualized support that fosters social-emotional growth and academic success.

### **WHAT WE OFFER:**

- A supportive, collegial, and innovative learning community.
- Professional development opportunities, including IB training.
- Competitive compensation and benefits package.
- The opportunity to live and work in a vibrant and beautiful country of Laos.

If you meet these qualifications and share our values at Vientiane International School, we encourage you to apply for this exciting opportunity!