

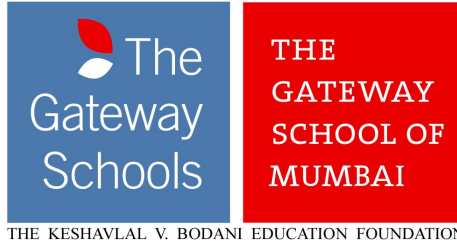
School Counselor **Job Profile**

Reports to, and receives assistance, from:

- Counselling Department Coordinator

Essential Responsibilities Include:

1. Design and setup of therapy space - teaching materials, furniture, and overall learning environment.
2. Design and execute therapy class activities in 1:1, small group, or large group setting, as assigned
3. Supporting homeroom teachers with design, maintenance, and presentation of appropriate IEP goals and educational reports for each child (only with relation to concerned therapies)
4. Collaborating with teachers, school wide, and assisting in lesson planning.
5. Designing child-specific behaviour intervention plans in collaboration with relevant team members
6. Attending parent teacher conferences for students, as requested
7. Proactively communicating with parents, and responding to their queries promptly, as per internal protocol of therapy department
8. Fulfill all PD requirements, including workshops, book clubs, online courses, etc.
9. Attend all PLCs spaces i.e. collaborative meetings within department or school as required
10. Planning and executing workshops (PD for school team, parent workshop, outreach, etc.).
11. Meeting with parents as and when needed to support with behaviours at home
12. Co-planning and co-conducting Parent Support Group meetings
13. Organizing and/or helping the school organize various functions
14. In addition to the above, performing all those functions that might be necessary in order to ensure that the school's services are of the nature and quality that will help fulfill its founding vision



Employment opportunity at The Gateway School of Mumbai
Position: School Counselor

At Gateway, counselors invest time in understanding the unique profiles of individual students and think critically about the design of their social-emotional programs. Open-mindedness, creativity and collaborative approaches are essential to this design process.

Qualifications & prerequisites

- Master of Psychology
- English language proficiency
- Openness and enthusiasm to learn
- Experience of working in a school setting is preferred

Job Profile

- To assess, plan, and execute social-emotional therapy classes in 1:1, small group, or large groups, under the mentorship of the Coordinator of the Counseling Department
- To work as part of a multidisciplinary team in close collaboration with lead teachers and other therapists to plan lessons and design Individualized Educational Plans (IEPs) for students

Contract Terms

Period: Minimum 2 years, full time position only (8am– 4pm, 5 days per week)

Salary: Negotiable based on background and experience

To apply for a position at Gateway, please send your resume to employment@gatewayschoolmumbai.org

Varsha Makhija
Co-Principal