



# مدرسة دبي للتربية الحديثة

## Dubai Modern Education School

### Student Counselor

**Department:** Academic

**Direct Reporting Line:** Head of School

**Job Summary:** A Student Counselor is responsible for guiding the students towards their career, goals, and academics to help them enhance and grow their self-development.

#### Competencies:

- Communication Skills
- Initiative
- Professionalism
- Listening Skills
- Flexibility
- Problem Solving Skills\Attention to details
- Organizational, planning skills

#### Key Accountabilities:

1. Have a clear understanding of the various needs of all the different groups of students, including students with special education needs and disabilities.
2. Listen to students' concerns about academic, emotional or social problems.
3. Know how to handle student-student conflict, and student-teacher conflict.
4. Treat all members of the educational community with a high degree of dignity and respect.
5. Collaborate with others to plan and to educate.



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### Personal Specification:

#### Education:

- Bachelor Degree in Social Work or Bachelor in School Counseling Degree
- Preferable to be Bilingual
- IELTS of 6.5

#### Experience:

- Minimum of 5 years' experience as a student counselor in an American International School
- Minimum of 2 years' experience as a student counselor in UAE.