



- Maintains updated and accurate student files which adhere to high-levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers

- Provides a confidential avenue for identifying and responding to potential threats to child safety
- Assumes a key role on school-wide and divisional crisis response teams
- Documents communication and events surrounding child protection issues and coordinates with administration and external agencies as needed

- Participates in and provides support for the Advisory Program/Social-Emotional Curriculum
- Prepares and delivers parent education training, faculty presentations and/or school or grade-level assemblies
- List key work activities to achieve this position's objective. Limit to current essential duties and responsibilities.
- List in descending order of importance and preferably indicate percentage of time spent
- Use clear and concise language
- Closely related duties should be grouped together
- List duties that are infrequent and/or perform other duties as assigned or required

- Minimum 3 years of experience working in schools as a school counsellor, social worker, or school psychologist
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity



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- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

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- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required