





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



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)

Medical Benefits:

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