



Guidance counselor Local Contract

REF 2023RH/FP_PDL/ADM_PRI0

PLACE OF EMPLOYMENT	<i>The French School in Abu Dhabi, Lycee Louis Massignon, a school managed directly by the Agency for French Teaching Abroad (AEFE), with 1770 students from KG1 to Grade 12.</i>
WORK ENVIRONMENT	<ul style="list-style-type: none"> ● A multilingual, connected and civic-minded school! ● Take advantage of the attractive reception and working conditions
NATURE OF THE JOB	Guidance Counselor
DIRECT MANAGER	Head of School/ Deputy head
TASKS	Under the authority of the Head of School, the guidance counselor shall ensure the organization and the implementation of the school's guidance counseling and higher education policy.
MAIN ACTIVITIES	<ul style="list-style-type: none"> ● Leading, with teachers and the management team, the information sessions for families ● Implementation of the guidance counseling and higher education section of the school project and their academic future, ● Implementation, follow-up and assessment of the project on the organization of work placements in companies in Grade 10 with the homeroom teachers ● Monitoring publications and events on guidance counseling ● Communication of information on the main events related to guidance counseling and higher education ● Management of the registration of students on AGORA ● Preparation of the Parcoursup application as part of the follow-up of students ● Implementation and follow-up of the ADN-AEFE project ● Participation in the development and implementation of the school project: individual interviews, family meetings. ● Advice and follow-up of post-baccalaureate applications: in France (Parcoursup) and abroad (UCAS, COMMON APP etc...) ● Participation in the general mission of expanding the French language and culture ● Manager for the organization of events related to guidance with the homeroom teachers and the Senior Leadership Team (careers forum) ● Creation and follow-up of the alumni network of the Louis Massignon high school



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SPECIFICITIES AND CONSTRAINTS OF THE POSITION	<p>A recognized professional, open to world cultures, the candidate must be highly adaptable and prepared to work in a demanding multicultural environment.</p> <p>The position requires sufficient knowledge of the political issues of orientation and guidance, regulatory texts and sometimes complex procedures, as well as the acquisition of a dense vocabulary with numerous acronyms.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> ● Degree in teaching, librarian or its equivalent ● Knowledge of the French education system essential ● Mastery of the two languages used in school: French and English ● Good command of computers and office automation tools ● Ability to communicate effectively with students and their families ● Ability to be organized, adaptable, patient and diplomatic ● Experience in an equivalent position in a French institution is preferable.
REQUIRED DOCUMENTS	<ul style="list-style-type: none"> ● CV in French and English ● 1 passport-sized photo (with white background) ● Cover letter ● Work Experience certificates ● Certified copy of the Bachelor's Degree and its certified copies of transcripts ● Certified copies of degree and transcripts ● Copy of passport and copy of resident visa if available
REMUNERATION	<p>The remuneration shall consist of salary net of tax and other bonuses.</p>
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ● Vacancy to be filled at the beginning of the academic year 2023 ● Full-time position. ● Complete application package with all the required documents listed above, shall be submitted online on: https://llm.education.