

**AISB**AMERICAN INTERNATIONAL
SCHOOL OF BUDAPEST

The American International School of Budapest seeks a **High School Counselor**

Introduction

The American International School of Budapest (AISB) seeks to appoint a High School Counselor from August 1, 2026.

Founded in 1973, AISB is a private, non-profit educational institution. It is accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSA).

AISB is an International Baccalaureate (IB) World School and offers the IB Diploma program in addition to our American High School Diploma and our Global Impact Diploma. Students can graduate with a combination of these Diplomas accredited by CIS and the Middle States Association. The high school program is based on an American educational model within an international context with a focus on critical thinking skills, creativity, and inquiry-based learning. All courses focus on developing the knowledge, skills, dispositions, and a global perspective to equip students to flourish in a rapidly changing workplace. All students have access to a wide range of courses and pathways to cater to students' different interests and needs. English is the language of instruction, except in World Language courses.

The School is a member of the Central and Eastern European School Association (CEESA), the Sports Council of International Schools (SCIS), the International Baccalaureate (IB), and the International Schools Theatre Association (ISTA).

AISB occupies a single campus of 19 hectares on the western outskirts of Budapest. The Middle/High School building houses 51 classrooms, a library, a cafeteria, computer rooms, a double-sized gymnasium, a single-sized gymnasium, a 25-meter swimming pool, a 350-seat theatre, and performing and visual arts facilities. The Elementary building has 27 classrooms, a library, a cafeteria, computer rooms, a double-size gymnasium, and performing and visual arts facilities. On the grounds, there are two soccer fields, an athletics track with lights, 4 floodlit tennis courts, and a basketball court.

AISB has a strong Student Support Program and a varied Extra-Curricular program running throughout the school. AISB graduates are welcomed each year to a broad range of the world's most selective colleges and universities.

Governance

AISB is governed by an 11-person Board of Directors, who are elected or appointed for two-year terms, with a maximum tenure of up to 8 years.

Enrollment

Current enrollment is 913 (ES: 340; MS: 242; HS: 331). There are approximately 67 nationalities in the school, the top four being Hungarian (20%), American (18%), Korean (14%), and Chinese (11%).

Faculty

In the 2025-26 school year, there are 125 faculty members. Of these, 43% are U.S. citizens,

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14% are Canadian, and 11% are British. The remaining 32% of the faculty are from 18 other countries.

Non-Discrimination Policy

AlSB is an equal opportunity Employer and, as such, it is committed to operating free from discrimination in all forms in its educational programs, services, and employment practices.

School Mission, Vision, and Values

MISSION

We empower our learners to build their futures and contribute to a better world.

VISION

Future-ready, today

VALUES

Excellence, Wellbeing, Inclusion, Growth, Global Citizenship

- We pursue **EXCELLENCE** in all that we do.
- We promote **WELLBEING** so people flourish*.
- We design learning that challenges each individual to **GROW**.
- We commit to **INCLUSION*** so that everyone belongs.
- We develop **GLOBAL CITIZENS** to make a positive impact together.

Job Title: Grade 9-10 High School Counselor (Comprehensive)

Reports To: High School Principal

Position Overview:

The counselor's primary function is to work collaboratively with school leadership, grade-level leaders, student support team members, teachers, and families to help guide students throughout their high school academic journey and to foster the personal and social development of our diverse international student body. The counselor plays a key role in fostering academic achievement, social-emotional growth, and personal development, and strives to ensure that all interactions contribute to creating an inclusive environment that values each student's well-being and success, in line with the school's Mission, Vision, and Values. The counselor collaborates with the Middle School team to ensure a smooth transition for Grade 8 students entering high school.

Qualifications and Experience:

Personal Attributes

- Illustrates strong organizational and time-management skills
- Demonstrates initiative, flexibility, and a positive attitude
- High Emotional Intelligence (EQ): demonstrates strong communication and empathy skills and establishes cooperative and collaborative working relationships with staff, students, and parents
- Demonstrates excellent interpersonal, organizational and communication skills, with an ability to work effectively with students, parents, faculty, and administration.
- Accepts and manages change effectively
- Collaborates effectively to nurture student growth
- Openly accepts and considers different perspectives
- Contributes to a positive school climate
- Contributes constructively to the AISB community through participation in co-curricular programs or activities
- Cultural sensitivity and an ability to work in a diverse, international environment
- Plans and delivers an effective school counseling program and seeks continuous improvement.

Knowledge

- Strong understanding of adolescent development and transitional support from middle to high school, and the typical (and atypical) challenges students face.
- Commitment to fostering a positive, inclusive, and student-centered school culture.
- Knowledge of how to work with students and families to manage mental health / social-emotional problems as they arise
- Understands the importance of a proactive, articulated Social Emotional Learning (SEL) program across the school
- Strong knowledge and understanding of relevant safeguarding and child protection policies and protocols in an international setting.

Certifications & Experience

- Holds a Master's degree in School Counseling, Psychology, or related field.
- Minimum three years of relevant counseling experience, preferably in an international school setting
- Counsels students using a variety of theories and appropriate techniques to resolve concerns

- Experience working in a multicultural environment with a culturally diverse student population and with families for whom English is a second language.
- Technology literate in Web and Google Applications

Preferred Skills and Experience

- Master's Degree in counseling, guidance educational/developmental psychology, clinical psychology or equivalent experience
- Experience working in an international school or with familiarity with international Curriculum (IB/AP programs) and experience in supporting students in these academic tracks.
- Experience with Course Management software (e.g., Veracross, Google Apps)
- Experience with online programs used to administer scheduling and counseling programs (University school management systems, Veracross, etc.)
- Demonstration of ongoing professional development in areas of best practice

Key Responsibilities

- **Collaboration & Leadership**
 - Implement school policies and procedures aligned with AISB's Mission, Vision, and Values.
 - Apply current, research-based counseling practices in daily interactions.
 - Collaborate with grade-level leaders, student support staff, program coordinators, and faculty to monitor student progress and develop academic and social support programs.
 - Work closely with grade-level leaders, teachers, counselors, and the student support team to ensure each student's holistic development.
 - Support teacher professional learning on topics such as adolescent well-being, mental health, and conflict resolution .
 - Serve as a leader in Child Protection, both prevention and response, promoting a safe and supportive learning environment
 - Contribute to the development and delivery of the advisory and SEL curriculum for Grades 9–10.
 - Conduct parent meetings to discuss student progress and promote family engagement.
 - Provide ongoing feedback to students that encourages growth and development.
 - Partner with the Middle School Counselor and Grade 8 team to plan and lead transition activities for students entering high school.
 - Work with the admissions team to review files for Grades 9–10 applicants and provide recommendations as needed
- **Student Support & Counseling**
 - Provide academic, personal, social, and emotional counseling through individual and small group sessions.
 - Identify students in need of additional support and coordinate targeted interventions or external referrals as appropriate.
 - Work collaboratively with counselors, student support staff, and teachers to address students' social, emotional, and academic needs.
 - Identify students needing specialized support and coordinate targeted interventions or external referrals
 - Facilitate crisis intervention and follow-up as needed and provide appropriate referrals to mental health professionals..
 - Design and deliver specific SEL lessons and workshops, including topics such as mental health, stress management, interpersonal skills, and growth and

development.

- Lead and coordinate transition programs and events for Grade 8 students entering high school.
- **Academic Guidance:**
 - Collaborate with teachers, program coordinators, and parents to guide students in exploring pathways, course selection, graduation planning, and long-term academic goal setting.
 - Conduct parent and student workshops and sessions on pathways, program choices and scheduling to support students' course selections.
 - Write recommendation letters for students transferring to other schools or programs.
- **Program Development and Evaluation:**
 - Use data and feedback to evaluate and enhance counseling programs and student support systems.
 - Maintain accurate, confidential records of counseling sessions and interventions in compliance with school policies and ethical guidelines..
 - Integrate technology purposefully to improve communication and streamline processes
- **School & Community Engagement**
 - Participate in extracurricular and experiential learning activities, including overnight Core Expeditions (Grades 6–12).
 - Contribute actively to faculty and parent meetings, and represent the school at conferences, university visits, and community events.
 - Perform additional duties effectively (during and outside the regular school day) as required by the school.

***AISB takes child safeguarding measures seriously.
Appointments are subject to satisfactory enhanced criminal checks.***

The school reserves the right to appoint a candidate to the position ahead of the announced deadline, should a suitable applicant be identified.

Updated October 2025