



## **SPECTRUM ACADEMY OF EXCELLENCE**

### **Position Description**

#### **Position Data**

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Position Title: Guidance Counsellor  
Reports to: Principal  
Department: Therapeutic  
Type of Employment: Full Time

#### **Position Purpose**

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The Spectrum Academy of Excellence exists to provide high-quality, engaging, and effective learning through strategies of individualized learning and development, creative communication, and social skill building. Spectrum Academy aims to foster life skills and independence while supporting emotional and behavioral growth. Spectrum Academy requires and expects the team members to commit to creating and maintaining an inclusive learning environment that promotes meaningful progress and prepares every child for lifelong success.

#### **Key Responsibilities**

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- Develop and deliver lesson plans aligned with curriculum guidelines.
- Provide individual and group counselling to students with diverse learning, emotional, and behavioral needs.
- Work closely with teachers, parents, and support staff to develop and implement personalized support strategies.
- Facilitate social and emotional development, coping skills, and resilience among students.
- Conduct assessments and maintain accurate records of student progress and interventions.
- Develop and deliver workshops or guidance sessions addressing personal, social, and academic growth.
- Advocate for students' needs and ensure access to appropriate resources and accommodation.
- Support transition planning for students moving between grade levels or preparing for post-secondary pathways.

## Education & Certification

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- A first degree from an accredited and recognized university in psychology or behavioural sciences.
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago. (must be acquired before commencing post).
- At least three years' therapeutic work experience in guidance & counselling work experience with children with special needs (Autism, ADHD, Dyslexia and other learning disabilities).
- Knowledge of the assessment of special educational needs of students, and the techniques and strategies for the provision of remediation of students with special educational needs, especially pre-teens and adolescents.

## Work Experience

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- ☐ Counselling adolescents (individual and group sessions).
- ☐ Supporting students with special needs (learning, emotional, behavioural).
- ☐ Working in a school or youth-focused setting.
- ☐ Developing and implementing individualized support/education plans.
- ☐ Crisis intervention and conflict resolution.
- ☐ Collaborating with teachers, parents, and support staff.
- ☐ Delivering workshops or preventative guidance programs.
- ☐ Advocating for students and connecting them to external resources.



## Key Responsibilities – Education Assistant

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- Develop and deliver lesson plans aligned with curriculum guidelines.
- Assist teachers in preparing and delivering lessons, activities, and learning materials.
- Provide one-on-one or small group support to students, especially those with special needs, to reinforce learning and build confidence.
- Support classroom management by helping maintain a positive, safe, and inclusive environment.
- Assist students with personal, social, and behavioral development as guided by teachers or counsellors.
- Supervise students during non-classroom activities (lunch, recess, field trips, etc.).
- Assist with record-keeping, lesson preparation, and other administrative tasks as needed.
- Collaborate with teachers, guidance counsellors, and other staff to support student learning and well-being.

## Education & Certification

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- Completion of a minimum of five (5) CSEC O' levels at general proficiency.
- A college diploma, post-secondary school certification or equivalent as assessed for requirements.
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago. (must be acquired before commencing post).
- At least one year of work experience in teaching children.

## Work Experience

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- Some knowledge of the assessment of special educational needs of students, and the techniques and strategies for the provision of remediation of students with special educational needs, especially Autism, ADHD, Dyslexia, and other learning disabilities.

## Key Responsibilities – Lifestyle Coach

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- Develop and deliver lesson plans aligned with curriculum guidelines.
- Health & Wellness Guidance: Support students in developing healthy lifestyle habits (nutrition, exercise, sleep hygiene, stress management).
- Life Skills Coaching: Teach practical skills such as time management, goal setting, study habits, and self-care routines.
- Personal Development Support: Help students build self-confidence, resilience, and positive attitudes toward challenges.
- Workshops & Group Sessions: Conduct sessions on wellness, mindfulness, social skills, and healthy decision-making.
- Individual Coaching: Provide one-on-one coaching tailored to students' personal, academic, and lifestyle goals.
- Collaboration: Work with guidance counsellors, teachers, and parents to reinforce positive behaviors and support holistic development.
- Early Intervention: Identify at-risk students and provide proactive support to prevent issues such as burnout, unhealthy coping mechanisms, or disengagement.
- Role Modeling: Demonstrate and encourage positive lifestyle choices by modeling balance, discipline, and well-being.
- Transition Preparation: Assist students in preparing for post-secondary life, including independence skills and wellness strategies for adulthood.

## Education & Certification

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- A first degree from an accredited and recognized university in psychology or behavioural sciences, and certification in guidance & counselling or equivalent studies.
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago (must be acquired before commencing post).
- At least three years' work experience in guidance & counselling work experience in formal school environment or life coaching experience outside of the school environment.
- Passionate about teaching and patient working with children

## Work Experience

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- Working with **adolescents/young adults** in schools, youth programs, or community organizations.
- Providing **wellness, health, or lifestyle coaching** (e.g., nutrition, fitness, stress management, or personal development).
- Designing and facilitating **workshops, group sessions, or extracurricular programs** focused on well-being and life skills.
- Delivering **one-on-one coaching or mentoring** to support personal growth and positive habit-building.
- Experience in **time management, study skills, and goal-setting programs** for students.
- Collaborating with multidisciplinary teams (teachers, counsellors, parents, or healthcare professionals).
- Exposure to **mental health awareness and early intervention strategies** (not therapy-level but recognizing when referral is needed).
- Experience motivating youth to adopt **healthy lifestyle changes** and sustain them over time.

## Education & Certification

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- A first degree from an accredited and recognized university in psychology or behavioural sciences, and certification in guidance & counselling or equivalent studies.
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago (must be acquired before commencing post).
- At least three years' work experience in guidance & counselling work experience in formal school environment or life coaching experience outside of the school environment.
- Passionate about teaching and patient working with children

## Skills & Competencies

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- Strong classroom management and organizational skills.
- Excellent communication and interpersonal skills.

- Commitment to continuous professional growth.
- Passionate and patient working with children

## Work Environment

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- Classroom-based with occasional off-site activities.
- May require occasional evening or weekend work for events.

## Physical Requirements

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- Ability to stand, walk, and engage in classroom activities for extended periods.

## Certification and Agreement

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I certify that I have read and fully understand the duties, responsibilities, and expectations outlined in this position description. I acknowledge that this document reflects the primary functions of my role, but it is not intended to be an exclusive list of all duties. I understand that my responsibilities may be modified or adjusted as required to meet the needs of the school within my role as a teacher. I agree to carry out my role to the best of my abilities, uphold the Spectrum Academy's mission and values, and comply with all relevant policies, procedures, and guidelines.

### **Spectrum Academy LLC Representative**

Name:

Title: CEO/COO

Signature: \_\_\_\_\_

Date:

### **Member of Staff**

Name:

Position / Role:

Signature: \_\_\_\_\_

Date:

**END**