



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2024-2025

Middle School Department Counseling and Psychologist Assistant
Middle School Counselor
(FULL-TIME POSITION)

JOB SUMMARY:

Under the direction of the MS Counselor, performs various independent clerical and technical services; registers and schedules middle school students according to established procedures and policies; maintains records and prepares reports. Performs various network support duties related to the middle school master schedule, student scheduling and registration, and grade reporting and records. Coordinates entry process for enrolling students and departure process for leaving students. Manages student records. Coordinates entry of students' schedules for the three trimesters. Processes progress reports and grade reports. Organizes middle school events.

QUALIFICATIONS:

All employees at CAC are expected to relate positively to and communicate effectively with students and parents. All employees are expected to organize work efficiently and manage time effectively.

- Bachelor's degree or equivalent
- Highly proficient in computer skills and utilize appropriate database programs.
- Fluent in English (written and spoken)
- Minimum of 5 years' experience with the Counseling organization in a school setting
- Ability for multi-tasking

DESIRED SKILLS

- Experience working in a school environment.
- Experience with counseling activities
- Experience using the following computer programs: Microsoft Word, Excel, PowerPoint, and Google application.

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>