



The International Section

The International Programs Department of Coordination

Educational & Career Counseling

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Educational Counseling

Introduction:

It is our duty to provide students with the best educational counseling service which can lead for better future. Therefore, our job is fully aligned with school vision and mission.

Our job duties, tasks and responsibilities are summarized as follow:

- 1)** Counsel students regarding educational issues such as course and program selections (British & American), school adjustment, study habits, and career planning.
- 2)** Counsel individuals to help them understand and overcome personal and social problems affecting their educational. It is preferred to draft an Individual study plan.
- 3)** Maintain accurate and complete student records as required by the ministry of education regulations. Behavior, teachers' notes and academic reports are documented and located at head of department office, upon requested.
- 4)** Discuss with parents or guardians, teachers, previous school counselors, and administrators to resolve students' academic issues.
- 5)** Provide educational alternative plans when difficult situations occur.
- 6)** Meet with parents and guardians to discuss individual (Student) progress, and to provide academic program solution(s), options and choices according to each student needs and expectations.
- 7)** Counsel students regarding requirements needed to attend local and abroad universities.

8) Provide educational assistance regarding applying to colleges and universities, such as unified admission unit and Common Application websites. Teachers and counselor recommendation letters are available upon requested.

9) Provide students and parents with the latest updated information from Jordanian Ministry of Education and Ministry of Higher Education and Scientific Research regarding the Jordanian high school equivalency rules, regulations and procedures which are essential to attend local universities.

Educational Counselor vs. Students Activities Follow Up

Key Word/ Statement	Activity	Description
1) Counsel students regarding educational issues	A yearly meeting has been designed and implemented to grade 8 th in which a decision must be made regarding selecting future program" American & British".	This activity is planned and organized through month of May. School administration does adjust and decides on number of students vs. selected program chosen regarding classes opened, teachers hired.
2) Counsel individuals	One on one individual educational and personal counseling in which individual student study plan introduced and implemented.	We have good number of students who have different nationalities. Each one has different interest about his/ her future career planning.
3) Maintain accurate and complete student records	Upon request, a complete student record is located at head of department. It can be very useful to decide on future career planning.	Maintain accurate and complete student records as required by the ministry of education regulations. Behavior, teachers' notes and academic reports are documented and located at head of department office, upon requested.

<p>4) Various Discussions and Meetings</p>	<p>Educational student issues can be solved with the cooperation of direct contact of his/her parent, teachers or others.</p>	<p>Head of departments document files regarding Teacher-Parents meetings.</p>
<p>5) Provide educational alternative plans</p>	<p>Few students face program difficulties regarding adjusting and passing. We do offer alternative subjects or supplementary program.</p>	<p>Supplementary programs usually are done by switching from The British programme to The American Program.</p> <p>We provide our students with a wider range of subject selection choices and options.</p>
<p>6) Meet with parents and guardians to discuss individual (Student) progress</p>	<p>Parents and guardians are welcomed at the coordination office to discuss student progress. This is done with the fully cooperation of head of departments personal.</p>	<p>Head of departments have very comprehensive student reports (Academic and nonacademic behaviors) that assist to evaluate student progress.</p>
<p>7) University Counseling-Local and Abroad Universities Requirements</p>	<p>Information, rules and regulations regarding attending local universities are available to students and parents.</p> <p>We do assist students who are interested to study abroad in advice, referable websites, and students' services offices...etc.</p>	<p>We do provide students and parents with student- Parents International Programs Guide.</p> <p>Useful websites such as; Common application, Ministry of Higher Education and Scientific Research, certified student services agencies.</p>
<p>8) Provide educational assistance regarding applying to colleges and universities</p>	<p>Students are divided into two groups; students, who desire to continue their bachelor degree in Jordan, or seeking and applying abroad</p>	<p>Provide educational assistance regarding applying to colleges and universities, such as unified admission unit online, certified students' services and Common Application websites.</p>

<p>9) Provide students and parents with the latest updated information regarding</p>	<p>Inform students with the latest updated information regarding high school equivalency rules and regulations completion.</p>	<p>Class visits and WhatsApp groups are designed to inform students. On other hand, parents are required to follow up with student grade WhatsApp groups messages.</p>
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Career Counseling

The goal of Career Counseling is not only to assist students make their academic and career decisions, but essentially giving them the knowledge and skills, they need to choose the right future career and make lifetime decisions.

Therefore, as a career counselor, I will:

Be the person you can reach out to about your educational program choices and future career options. I will assist in locating trusted resources and sources of useful information.

Who needs Career Counseling?

Since career development is a lifelong process, career counseling can be appropriate for anyone, the earlier you get started making decisions about your future, the better prepared you will be!

Useful Websites:

Search and seek consultation regarding future career.

<http://www.bls.gov/k12/content/students/careers/career-exploration.htm>

<http://www.about.com/careers/>

<http://www.careercounselingjobs.org/>

<http://www.businessinsider.com/highest-paying-jobs-in-america-2017-3>

<http://www.salaryexplorer.com/best-paying-jobs.php?loc=109&loctype=1>

Oxford Schools
The International Section
High School Educational Counselor Study Plan

Grade	Recommended Task	Task Recommendation Description	Note & Comment – Useful Website
Grade 8	Decide on one educational program; British or American Program.	Compare, search, consult and decide on one educational program that meets your needs and expectations	Head of department 7-10 conduct a primary check on number of students vs. program choice. www.cie.org.uk www.collegeboard.org www.khanacademy.org www.moe.gov.jo

Grade 10 American Program	ACT Subject- Math1	ACT Subject test is administered by the ACT USA. It is fully recognized and certified by The Jordanian Ministry of Education.	It is recommended to be taken in Grade 10 th second semester Month of May.
Grade 10 British Programme	O- Level IGCSE External Exams	Students register and attend O-Level external exam	It is part of their high school Ministry of Education Equivalency completion rule. Students choose total of 5 subjects, plus Arabic language for Arab national students only. www.moe.gov.jo www.britishcouncil.jo
Grade 11 American Program	Students continue completing their external exam subject choices; Math2 and two scientific ACT subjects. It is recommended to take Arabic Language Edexcel test.	Students are expected to register and attend external tests as scheduled. ACT subject math2 is essential and required.	Student are expected to decide on the external subject tests they attend to submit to the equivalency board. We advise students, with a desire of studying abroad, search and check university approved status on the higher ministry of Education website. http://www.mohe.gov.jo www.moe.gov.jo www.khanacademy.org www.collegeboard.org http://www.commonapp.org http://www.bls.gov/k12/content/students/careers/career-exploration.htm
Grade 11 & 12 British Programme	Decide on their external exam selected subjects For grades 11 th and 12 A Level AS & A2	British programme students, with the cooperation and assistance of their teachers, need to	Grade 11- AS, and grade 12-A2- students register and attend external exams according to their needs and expectation. At the same time complying with Jordan Ministry of Education high school equivalency rules and regulations.

		decide on their external exam subject selections.	http://www.mohe.gov.jo www.moe.gov.jo www.ucas.com www.britishcouncil.jo http://www.canadian-universities.net/Universities/index.html http://www.eunicas.co.uk/ http://www.bls.gov/k12/content/students/careers/career-exploration.htm
Grade 12 American Program	Continue and commit to study plan drafted. Decide on universities choices and options locally or abroad and major desired. Islamic Studies and Jordan History are two preferable tests to be taken.	Students continue attending (New or Reset) external exams.	<p>Students are requested to complete external exams, complying with Jordan Ministry of Education. On the other hand, students are requested to search, seek consultation and complete requested abroad universities forms.</p> http://www.mohe.gov.jo www.collegeboard.org http://www.commonapp.org http://www.eunicas.co.uk/ http://www.canadian-universities.net/Universities/index.html http://www.bls.gov/k12/content/students/careers/career-exploration.htm
Grade 12 British Programme	Continue and commit to study plan drafted. Decide on universities choices and options locally or abroad and major desired.	Students continue attending (New or Reset) external exams.	<p>Students are requested to complete external exams, complying with Jordan Ministry of Education. On the other hand, students are requested to search, seek consultation and complete requested abroad universities forms.</p> http://www.mohe.gov.jo www.collegeboard.org http://www.commonapp.org http://www.eunicas.co.uk/

			http://www.canadian-universities.net/Universities/index.html http://www.bls.gov/k12/content/students/careers/career-exploration.htm
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Here, at Oxford Schools, we do wish our students a very productive and successful school year. For further assistance please, don't hesitate to contact us at info@oxfordschools.edu.jo or visit our school website at www.oxfordschools.edu.jo

The International Programs Department Coordinator

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