



# International Community School, Bangkok

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## SCHOOL COUNSELOR

**Position Title:** Middle School or High School Counselor

**Reports to:** Building Principal

**Works with:**

**Internal:** Principals, Headmaster, Admissions, Faculty, Students

**External:** Students, Parents of ICS students, Overseas University Recruiters, Registrars, School Counselors at other International schools, Career Services

**Supervises:**

**Budget:**

### Job Summary:

The main purpose of this role is to provide counseling services in the areas of personal/social, academic and college/career areas. This includes the development and implementation of counseling services for secondary students assisting them with 'life' and career choices throughout time at ICS, and programs – both class and individual sessions – to promote healthy behaviors, making life and career choices and course advice.

### Person Specification:

1. Is a committed Christian.
2. Lives a Christ-like life in both word and action.
3. Prays for the school and staff.
4. Agrees with and supports the school's foundational documents and administration.
5. Able to act professionally and maintain confidentiality.

### Qualifications and Experience:

- Holds a Master's degree in School Counseling and has a minimum of two years experience.
- Is able to work with a wide variety of people, is friendly and approachable.
- Computer literate and preferred experience with computer applications for grades and reporting (RenWeb, for example).
- Holds appropriate credentials to secure a work permit and Visa in Thailand.

### Responsibilities:

- Analyzes situations in which students experience problems that interfere with learning and develops plans to remove these obstacles.
- Cooperates with other educational support staff to assure timely academic and/or behavioral intervention.
- Interacts with classroom teachers to monitor student progress.
- Plans and implements staff development activities which focus on building student success and positive self-image, identifying At Risk factors, bullying, suicide factors and abuse.

- Facilitates parent involvement in their child's personal/social, educational and career/vocational growth and development via parent meetings and one on one meetings.
- Provides individual and group counseling in response to student needs.
- Plans and presents classroom guidance activities designed to assist students in making appropriate choices in life situations.
- Participates in the referral process for exceptional education services.
- Provides student appraisal services; analyzes and interprets results to teachers, parents and students to provide information about abilities, achievement, interests and needs.
- Supervise & lead academic study skills program.
- Supervise peer tutoring program.
- Assists faculty and staff in identifying students at-risk.
- Assists students, teachers and parents in planning appropriate learning experiences.
- Provides orientation for new students and parents.
- Consults with parents, teachers and community resources about the special needs of students and makes referrals as appropriate.
- Meet with returning students and parents concerning the school year and course selection as needed, including pre-registration and registration of courses.
- Monitor secondary (especially seniors) school students' progress towards meeting graduation requirements.
- Meet with students to provide counseling services as required or requested by principals or faculty.
- Co-teach a College Preparatory class for senior students.
- Coordinate University/College Fairs at ICS.
- Coordinate and administrate ACT, PSAT and SAT exams.
- Assist MS Principal in organizing 8<sup>th</sup> grade graduation and middle school awards ceremony.
- Assist HS Principal in organizing senior chapel ceremony, graduation rehearsal and ceremony.
- Supervise/Coordinate the HS awards night.

#### Other

Such other duties as shall be assigned.

#### **Spiritual**

1. Models in attitude, speech, and actions a consistent walk with Jesus Christ.
2. Goes directly to the person/s concerned when questions and problems arise (Matthew 18 principle), abstaining from circulating and using confidential information inappropriately.
3. Leads students to a realization of their self-worth in Christ, presenting to students the opportunity to accept God's gift of salvation and grow in their faith.
4. Seeks ministry opportunities with students to pray and spiritually mentor in and out of the classroom, e.g. chapel, life groups, informal mentoring, coaching, etc.
5. Seeks ministry opportunities with faculty and staff in roles such as devotions, worship, prayer and accountability.

#### **Professional**

1. Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Keeps students, parents, and the administration informed of students' progress or deficiencies and maintains accurate attendance and grade records to document student performance.
3. Maintains a clean, attractive, well-ordered room.
4. Supervises co-curricular activities when needed and supports the broader program of the school by attending co-curricular activities when possible.
5. Participates in morning staff devotions, professional development, and other staff activities.
6. Utilizes educational opportunities and evaluation process for professional growth.
7. Knows and follows the procedures for dealing with emergency situations.
8. Contributes to the improvement of the school program.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and respect.
10. Submits respectfully and demonstrates loyalty to constituted authority.
11. Represents the school in a favorable and professional manner to the constituency and public.
12. Places the teaching ministry at ICS ahead of outside or volunteer work.
13. Makes an effort to appreciate and understand the uniqueness of the school community and host country.
14. Performs other duties that may be assigned by the administration.

**Terms of Employment:**

The tenure and compensation will be in accordance with established policy and practices.

**Remuneration:**

In accordance with the school policy for qualifications, experience and job responsibility.

**Evaluation:**

Evaluation will be in accordance with the established procedures.