



International Community School, Bangkok

HIGH SCHOOL COLLEGE AND CAREER COUNSELOR

Position Title: College and Career Counselor

Reports to: High School Principal

Works with:

Internal: Principals, Assistant Headmaster, Faculty, HS Counselors, Students

External: Parents of ICS students, Overseas and National University

Representatives,

Registrars, School Counselors at other International schools, Career Services

Supervises:

Budget:

Job Summary:

The main purpose of this position is to provide services in the areas of college and career counseling for high school students. The college and career counselor would also work with assisting students regarding university and career choices throughout their time at ICS and helping students make positive choices concerning their future at university and beyond.

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, preferably, 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, Common Application, or Naviance, for example).
- Holds appropriate credentials to secure a work permit and Visa in Thailand.
- Preferred to have existing experience in college counseling.

Responsibilities:

- Educates students and parents about colleges, the college admissions process, trends, procedures and testing; advising and supporting seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Works alongside every senior student to help them come up with a suitable list of future university choices.

- Leads senior students through Naviance to set realistic choices for university/college applications.
- Attends International ACAC summer conferences each year and looks to meet with college admissions counselors at select universities.
- Coordinates University/College Visits and Fairs at ICS.
- Builds a positive rapport with university admissions representatives.
- Reviews senior student university applications.
- Meets with juniors and seniors (AND PARENTS?), individually and in groups to discuss the college admissions process.
- Reviews essays and applications with senior students.
- Makes sure all applications are valid and well constructed.
- Leads students to think about future career options and researches the right college options (fit) for each student depending on career path.
- Helps lead students through the College Prep Online requirement.
- Advocates for students, when appropriate, during the college admission process.
- Meets with University Representatives during optional evening dinners/forums that they set up throughout the course of the year.
- Get to know the students well so that helpful essays are written for each student.
- Trains counselors and teachers yearly of the necessary components of a solid teacher/counselor recommendation.
- Compiles pertinent data annually for the Headmaster's Annual Report and in order to further improve the counseling program.

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.

Other:

Such other duties as shall be assigned.

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.