



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Schoolwide Counselor

Category: Full-time; Non-Thai

Division: Elementary and Secondary

Reports to: Deputy Superintendent of Academics

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

PURPOSE

The counseling staff is responsible to all grades K-12. The philosophy of the counseling program is a milieu in which all staff members, especially teachers, principals, and the counselor, are a team working together to provide counseling, believing that God is active and at work in each student's life, and that He has uniquely made and gifted each individual. Counseling personnel seek to minister to the whole person: mentally, spiritually, physically, and socially.



QUALIFICATIONS

- Mature Christian
- Ability to work with diverse personalities to define and achieve common goals
- Able to use technology appropriately to accelerate achievement of goals (research, communication, scheduling appointments, etc.)
- A master's degree or higher related to counseling
- Communicate effectively in English in both speech and writing
- Good interpersonal skills
- Good organizational skills
- Sensitive to colleagues, students, and parents from other cultures
- Have experience working in a school setting is helpful

DESCRIPTION OF RESPONSIBILITIES

Responsive Services

Generally, the counselor does not provide individual, long-term therapy. Instead, he or she seeks to determine appropriate referrals, manages communication with parents regarding referrals, and reviews reports provided by outside counselors to determine compliance with policies or conditions set by the school.

- Conducts short individual and group counseling with students and staff members experiencing personal, social, behavioral, or family problems.
- Meets with students and/or parents needing emotional or spiritual guidance as warranted or required by teacher/parent/administration.
- Communicates with the GIS spiritual life director about the spiritual needs of GIS students as a whole, without compromising the confidentiality of individual students.
- Serves on student success team meetings upon request by the special needs department director.
- Works with the academic counselor to keep an accurate list of students at-risk and/or on academic probation; works with principals to determine appropriate follow up.
- Assists the principals with discipline cases as requested.

Proactive Services

- Facilitates or makes presentations in classrooms and/or assemblies addressing social skills, safety, developmental issues, transition, and so on in cooperation with principals.
- Facilitates or presents parents training addressing social skills, safety, developmental issues, transition, and so on in cooperation with principals and division directors.
- Explains counseling departments services and procedures to new teachers during new staff orientation.

Critical Incidents

- Participates in critical incident contingency general planning.
- Oversees planning of staff and student care related to critical incidents.
- Works with health services personnel to facilitate training for teachers in recognizing and responding to issues like physical abuse, sexual abuse, drug & alcohol abuse, and so on.
- Participates in internal investigations as needed, either directly or through support of other GIS staff members.



Member Care

- Collaborates with superintendent and principals to plan and conduct a yearly staff retreat.
- Works cooperatively with local agencies to provide information on services available for staff to insure stability, health, and growth.
- Represents GIS on the advisory board of The Well Project – Member Care.
- Accepts responsibility for additional assigned duties as necessary for the operation of GIS.
- Researches TCK issues and trends to benefit GIS students.
- Networks with other member care providers in the community.