



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Secondary Academic Counselor

Category: Full-time / Non Thai

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

The Secondary Academic Counselor provides guidance in academic, college and career planning for students attending Grades 7-12.

GENERAL QUALIFICATIONS

The Secondary Academic Counselor of Grace International School:

- Is a mature Christian
- Preferable to have a master's degree or higher in education; studies in school guidance counseling desired
- Experience in teaching, preferably international school education
- Has the ability to use technology appropriately to accelerate achievement of Secondary goals
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.

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

MAIN TASKS AND RESPONSIBILITIES

Academic Advising

- Meet with students and parents, concerning school year course selections, as necessary
- Assist new students, during the admissions process, to plan their class schedule
- Identify and counsel students with academic challenges
- Encourage and support students in the development of academic skills
- Manage Advisory Groups program
- Manage Grade Check and “No Fly List” to assist student success and eligibility
- Develop four year academic plan for high school students in collaboration with the Secondary Principal
- Order and facilitate standardized tests
- Coordinate Advanced Placement Program

Academic Record Maintenance

- Evaluate new student transcripts, determine transfer grades and credit, input to data system
- Oversee input and tracking of individual student grades
- Communication of report card grades
- Supervise the maintenance of academic school records on individual students including receipt of all required records for students transferring to GIS
- Track student credits as they accrue towards graduation, verifies for graduation
- Assure proper transfer of credit for outgoing students
- Coordinates and manages online courses, as needed

College & Career Planning

- Supply teachers with all testing materials needed to administer the standardized test
- Keep college catalogs and information current and accessible to students
- Establish and maintain a college and career bulletin board posted with pertinent and current information regarding colleges, scholarships, financial aid, testing, meetings, vocations, etc.
- Work with administration to assure each student receives aptitude and achievement testing
- Inform students and parents of college entrance exams
- Interpret results of tests to students, distributing those results to proper individuals
- Establish and maintain correspondence with a variety of post-secondary schools
- Plan and conduct college visits and career days for students in grades 9-12
- Arrange for guest speakers in college admissions and certain career fields to visit the high school, annually to speak in chapel, or to specific groups of students
- Meet periodically with students to discuss collage selection and vocational/career choices
- Send transcripts and write recommendations to colleges as requested
- Assist students/parents with college admissions forms, securing of financial aid information, etc.
- Establish and maintain programs to communicate and inform parents and students of career and college opportunities

Awards and Honors

- Report and post honor rolls
- Oversee the Tan Chin Tuan/GIS Senior Excellence Scholarship program (in collaboration with the Deputy Superintendent of Academics)

Course Scheduling

- Work with Secondary Principal and Director of Curriculum to develop courses, course schedules, credit hours, teaching assignments, etc.
- Assure that each student is accurately enrolled in courses, includes overseeing of “ADD/DROP” procedure

Other

- Accept responsibility for additional assigned duties as is necessary for the operation of GIS
- Work in tandem with Korean Counselor to ensure service to our Korean population
- Work with Secondary Principal to facilitate a robust academic counseling and post-Secondary preparation program