



# GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

## **JOB DESCRIPTION**

Job Title: Academic Guidance Counselor

Category: Full-time

Division: Secondary

Reports to: Secondary Principal

### **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 employee of this position agrees to adhere to guidelines set forth in the faculty handbook as an extension of the contract for employment.

### **QUALIFICATIONS**

May 2007

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

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## **DESCRIPTION OF RESPONSIBILITIES**

### **Academic Advising**

- Meet with students and parents, concerning school year course selections, as necessary
- Met all new students during the admissions process to plan their class schedule
- Identify and counsel students with academic problems
- As necessary, notify and include parents in student issues
- Encourage and support students in the development of organizational skills and study skills
- Develop four year academic plan for high school students with the High School Principal

### **Academic Record Maintenance**

- Oversee input and tracking of individual student grades
- Supervise the maintenance of all school records on individual students including receipt of all required records for students transferring to GIS
- Assure proper transfer of credit outgoing students
- Met individually with each high school student periodically to establish and track course of study
- Assures seniors have proper credit for graduation and college acceptance

### **College & Career Planning**

- Order testing materials used of standardized testing.
- 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.
- Will arrange and schedule practice sessions for the SAT test
- Works with administration to assure each student receives aptitude and achievement testing (PSAT, ACT, SAT)
- Inform students of other college entrance exams
- Interprets 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 high school students
- 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
- Sends transcripts and writes recommendations to colleges as requested
- Assists students/parents with college admissions forms and securing of financial aid information etc.

### **Awards and Honors**

- Establishes and maintains a National Honor Society group assuring all requirements are met by the school and members.
- Establishes procedures for recognition of academic awards
- Assures students receive proper recognition for academic achievement

### **Scheduling**

- Work with Principal and the Director of Curriculum to develop course schedules, credit hours, teaching assignments, etc.
- Assures that each student is accurately enrolled in courses included overseeing of "ADD/DROP" procedures



### **Counsel**

- Arrange and meet with a team of teachers and administrators when making a decision about student retention.
- Will meet with students and/or parents needing emotional or spiritual quittance as warranted or required by teacher/parent/administration
- Will keep accurate list of academic probation and at-risk students and work with the administrative team to make decisions of action for these students

### **Other**

- Accepts responsibility for additional assigned duties as is necessary for the operation of GIS
- Adheres to biblical principles in handling relationships in and out of school with students, parents, colleagues and others
- Follows Matthew 18 in resolving individual and school conflicts

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