



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

MISSION

**MISSION INSPIRED.
CALLED STAFF.
CHRIST-INTEGRATED EDUCATION.
EQUIPPING STUDENTS TO
INFLUENCE THE WORLD FOR CHRIST.**

VISION

**A VIBRANT WORKPLACE FOR
STAFF. AN INSPIRING LEARNING
ENVIRONMENT FOR STUDENTS.**

CORE VALUES

**WE ARE CHRIST-CENTERED.
WE CARE FOR STUDENTS.
WE ARE COMMITTED TO EXCELLENCE.**

JOB DESCRIPTION

Job Title: Korean Academic Counselor

Category: Full-time

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

In general, the person in this position parallels and collaborates with the Head Guidance Counselor, with an emphasis on meeting the needs of Korean students and their families. The person may also be expected to provide services to non-Korean students.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence
- 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 or a master's degree in education and experience in counseling
- Ability to communicate effectively in English and Korean in both speaking and writing
- Good interpersonal skills
- Good organizational skills
- Sensitive to colleagues, students, and parents from other cultures
- Experience working in a school setting

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive.
- 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

May 2017

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

WWW.GISTHAILAND.ORG



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.

MAIN TASKS AND RESPONSIBILITIES

Academic Advising

- Meet with students and parents concerning school year course selections as necessary
- Meet new students during the admissions process to plan their class schedule
- Identify and counsel students with academic problems
- Notify and include parents in student issues as necessary
- Encourage and support students in the development of organizational and study skills
- Collaborate with the other guidance counselor and secondary principal on development of the four year academic plan(s) for high school students

Academic Record Maintenance

- Ensure receipt of all required records for Korean students transferring to GIS
- Assure proper transfer of credit for outgoing Korean students
- Meet individually with Korean high school student periodically to establish and track course of study
- Ensure seniors have proper credit for graduation and college acceptance

College & Career Planning

- Keep catalogs and information from Korean colleges and universities current and accessible to students.
- Provide information for the college and career bulletin board maintained by the head guidance counselor
- Assist head counselor with arranging and scheduling practice sessions for the SAT and ACT tests
- Work with head counselor to assure each student participates in aptitude and achievement testing
- Inform students of other college entrance exams
- Interpret results of tests to students
- Establish and maintain correspondence with a variety of Korean post-secondary schools
- Assist in planning and conducting college visits and career days for high school students
- Meet periodically with students to discuss college selection and vocational/career choices
- Send transcripts and writes recommendations to colleges as requested
- Assists students/parents with college admissions forms and securing financial aid information, etc.

May 2017



Scheduling

- Assure that each student is accurately enrolled in courses including assisting with “ADD/DROP” procedures

Counsel

- Arrange and meet with a team of teachers and administrators when making a decision about student retention
- Meet with students and/or parents needing emotional or spiritual guidance as needed or required by teacher/parent/administration
- Work with the administrative team to make decisions regarding students on academic probation or at-risk.

Member Care

- Act as liaison between Korean families and dorm parents and principals, counselors, teachers, etc.
- Work with school counseling staff to plan and implement new student orientation and follow-up
- Participate in Student Success Team meetings as requested

Other

- Responsible for additional assigned duties as necessary for the operation of GIS
- Adheres to biblical principles in handling relationships in and out of school with students, parents, colleagues, and others