

## **Job Title: Counselor**

### **Reports to: Deputy Director for Student Services**

#### **Overall Responsibilities:**

- Develops and implements the school guidance program.
- Promotes academic, personal, social, and career development of all students.
- Consults with teachers, staff, and parents to support students in their learning and development.
- Performs other duties as assigned by the school Director

#### **Specific Duties:**

##### Guidance

- Develops and implements the school guidance program.
- Provides orientation activities for students new to the school.
- Assists in pre-registration of high school students.
- Guides individuals and groups of grade ten students through the development of educational and career plans.
- Assists grade eleven and twelve students in evaluating their current status in conjunction with graduation.
- Develops unit of instruction and teach career education.
- Guides students to explore career and college information system.
- Disseminates current, accurate information needed by individual students and parents as they develop their educational and career plans.
- Guides grade twelve students in college applications.
- Develops the guidance calendar, document and evaluates guidance activities as they are implemented.

##### Assessment

- With the assistance of the Assessment Coordinator interprets standardized test results and SAT, ACT, TOEFL, and ILTS test results to students, parents, and teachers.
- Conducts career assessments to groups of students and interprets the interest, personality, and aptitude test results.

##### Counseling

- Develops and implements the school counseling program.
- Conducts counseling sessions to individuals and groups of students.
- Evaluates the effectiveness of the counseling program annually with the School Director.
- Maintain counseling records to document interactions, interventions, and decisions.

##### Referral

- Refers students with problems to appropriate community agencies.
- Consults with appropriate personnel, such as nurses, administrators, psychiatrists, psychologists, and physicians.
- Maintains a comprehensive list of community resources.

##### Liaise with other school staff

- Consults with teachers, administrators, and parents regarding the developmental needs of students.
- Serves as an advocate for students.
- Develops and serves in student-study team.
- Develops crisis intervention process and serves in the crisis intervention team.

##### Professional Development

- Pursues continuous professional growth.

- Reads professional journals and keeps informed of current professional trends.
- Joins professional associations and conference.
- Conducts in-service training for teachers and staff.

#### Professionalism

- Maintains confidentiality.
- Operates within the established school procedures and policies.
- Attends school in-service workshops and meetings.

#### **Qualifications:**

- Thai National/English Speaker preferred
- Fluent in Thai/English languages.
- Master's Degree Major in Psychology, Counselling or School Psychology
- 2-3 years of experience
- Experience with Power School
- Experience or familiarity with Thailand University Application process (TCAS) preferred
- Experience or familiarity with University and Career Guidance preferred