

Job Description

Secondary School Counselor (Grades 11-12)

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Director of Student Support Division/Secondary School Principal

Main Working Relationships

Elementary and Secondary School Counselors, Secondary Principal, Secondary Deputy Principal, Child Safeguarding Team, MYP and IBDP Coordinators, advisors and teachers.

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

Position Overview

The **Comprehensive School Counselor (Grades 11-12)** promotes community, and well-being, provides preventative services, and responds to identified student needs by implementing a comprehensive school counseling program that specifically addresses social/emotional, academic, and career development for all students.

Areas of Responsibility

Areas of responsibility include but are not limited to:

- Working collaboratively with the School Counseling Department to further develop and define the school counseling program with a direct emphasis on grades 11 - 12.
- Creating and implementing a preventative social/emotional, academic, and career school counseling program for Grades 11 - 12.
- Support the course selection and transition process for grade 10 students, including PSAT co-coordination.



- Working collaboratively with the 9-10 Counselor to develop and deliver a comprehensive Future Planning counseling program for grades 9-12, which includes the use of Unifrog (career/university planning platform)
- Developing and delivering school counseling curriculum in a classroom environment, including parent information sessions.
- Working collaboratively with Grade Level Coordinators and Wellbeing Coordinators to further develop and implement the AMP, Homeroom, and Wellbeing programs.
- Consulting and collaborating with staff, students and parents in understanding and meeting the personal/social/academic needs of students.
- Providing short-term individual and group counseling as appropriate.
- Making referrals for students and parents to outside agencies and specialists.
- Working collaboratively with the Director of Student Support to coordinate student support with a social/emotional focus
- Writing inclusive access arrangements/accommodation plans for students who meet criteria via social/emotional needs
- Working collaboratively with the MYP and DP/CP Coordinators, and Grade Level Coordinators, to ensure student support, success, and well-being.
- Keeping up to date with career trends and post-secondary options and how students gain access.
- Informing students, parents and the school's wider community of such options and processes
- Developing and maintaining relationships with the network of university Admissions Officers, Gap Year Programs, and other post-secondary options around the world.
- Providing impartial, data-based options' counsel to students and their parents.
- Maintaining proper records of the Future Planning counseling programme and student interaction with it.

Individual and Group Counseling:

- Conduct one-on-one counseling sessions with students to address academic, personal, and social challenges.
- Facilitate group counseling sessions on topics relevant to students' needs.
- Provide crisis intervention and support to students facing emotional challenges.

Academic and Career Guidance:

- Assist students in navigating the IB curriculum, including CP requirements - Reflective Project, Personal & Professional Skills, and Service Learning, Extended Essays, CAS (Creativity, Activity, Service), and Theory of Knowledge (TOK) requirements.
- Provide information and guidance on career exploration and future planning.



- Organize and participate in university/college/career fairs, workshops, and information sessions.

Social/Personal Counseling:

- Support the cultivation of fundamental life skills, such as resilience, self-awareness, and decision-making, among students.
- Participate in conversations on cultural awareness, diversity, and global perspectives to help students feel connected in an international community.
- Encourage students to engage in extracurricular activities, leadership roles, and community service to enhance personal growth.
- Address issues related to bullying, peer conflicts, and social dynamics to ensure a safe and inclusive school environment.

Collaborative Partnerships:

- Attend staff meetings, parent-teacher conferences, and other school events to stay informed about students' needs and progress.
- Participate in professional development opportunities to enhance counseling skills and stay updated on IB program requirements and developments.

Record Keeping and Reporting:

- Maintain confidential and accurate records of counseling sessions and student progress.
- Generate data and reports to evaluate the effectiveness of counseling programs and interventions.

Ethical and Legal Compliance:

- Adhere to ethical guidelines and standards established by professional counseling organizations, such as ASCA, ISCA, etc.
- Ensure compliance with relevant laws and regulations related to student privacy and confidentiality.

Post-Secondary Education:

- Utilize Unifrog to make available a library of post-secondary information for students and parents
- Collaborate with appropriate stakeholders to update the School Profile annually.
- Organize regular post-secondary information sessions inviting representatives from relevant institutions; arrange for parents and students to meet with college representatives.
- Organize relevant staff training, for example on reference writing for students etc
- Provide admissions and application workshops (e.g. essay writing, completing resumes and application forms in general)



- Communicate information about post-secondary examinations including but not limited to: PSATs, SATs, ACTs, APs, TOEFL, IELTSs etc.
- Assist the Admissions Office in updating contact information for an alumni organization
- Advise and assist students during their university application process for colleges and universities world-wide including, but not limited to, the following:
 - Oversee the projected grades process for students applying to early deadlines
 - Writing university counselor references as and when required
 - Oversee the submission of applications, including the coordination, collection and mailing of all documentation, including teacher recommendations, counselor evaluations, school references, transcripts and reports
 - Provide students with information about and assistance in applying for financial aid
 - Communicate with students and parents as needed to ensure that dates and deadlines for university applications are met, including working to ensure that parents fully informed throughout the application process
 - Assist students with university options when IB results are released. This requires the counselor to be available to parents and students over the summer holidays.

Additional Expectations:

- Attend off-campus field trips/overnights with an assigned grade level
- Attend weekly school, department/grade level, and cross-departmental meetings
- Serve as a Personal Project and/or Community Project Supervisor
- Lead one After-School-Activity
- Assist in the coordination of the Student Ambassadors Program along with the Counseling Team
- Participate in morning duty with the Counseling Team
- Perform other duties as assigned.

Personal Attributes, Skills and Characteristics

- Cares about and is interested in knowing all of the students within IGBIS.
- Honesty, integrity, and compassion,
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.



- Have the resilience, flexibility, and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students, and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- Proven ability to have tough conversations with staff, students, parents, and community members.

Required Qualifications

Minimum Academic/Professional Qualification

- Master's degree in school counseling or related field

Related Experience

- School Counseling experience at the secondary level (grades 6 - 12)
- Experience implementing International School Counselor Association (ISCA) Standards or American School Counselor Association (ASCA) Standards
- Ability to maintain confidentiality
- Preferred - experience in teaching at the secondary level (grades 6 - 12)

Competencies (Knowledge, Skills & Abilities)

- Proficiency in individual and group counseling techniques, crisis intervention, and academic advising, with a specialization in post-secondary education, and counseling to guide students effectively.
- Familiarity with the International Baccalaureate (IB) curriculum, assessment requirements, and educational philosophy, coupled with expertise in helping students navigate IB-specific post-secondary options.
- In-depth knowledge of global post-secondary education systems, including universities, colleges, vocational training, and gap year programs, to provide informed guidance.
- Exceptional verbal and written communication abilities for clear and empathetic interactions with students, parents, and colleagues.
- Strong cultural awareness and sensitivity to effectively support an international student body in making culturally informed decisions.
- Demonstrated ability to collaborate with teachers, parents, and school staff to create a supportive and inclusive learning environment while fostering partnerships with post-secondary institutions and organizations.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be



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Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

IGBIS is owned by Detik Harapan Sdn Bhd (790342-W)

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required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



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