

Chiang Rai International School

496 Moo 5, Rimkok Sub-District,

Muang District, Chiang Rai, 57100

Tel: +66(0) 53 600-900

Fax: +66(0) 53 600-200



GuidanceMission: Chiang Rai International School (CRIS) aims to provide the highest quality education in a compassionate, safe and nurturing Christian environment. At Chiang Rai International School we strive at all times to promote: **Confidence Responsibility Integrity Sincerity**

Vision: Chiang Rai International School (CRIS) was established in 2010. Our goal is to develop the whole child, intellectually, emotionally and physically, providing a solid foundation through Christian education for their life that will enable them to contribute to the local and international community with confidence, responsibility, integrity and sincerity.

Position: Guidance Counselor

Position:	School Wide Counselor	Status:	Full
Department:	Student Services	Salary Range:	Depends on Salary Scale placement
Application Deadline:	Until the Position is Filled	Starting Date:	July 22, 2024
Reports to:	Director of Student Services	Initial Contract:	2 years

This position provides the opportunity to work at a WASC-accredited international school, managing small class sizes and teaching academically motivated students from diverse cultural backgrounds. CRIS provides a generous amount of planning time for teachers to prepare classes and monitor student progress. The successful candidate will work collaboratively in a positive, supportive department with well-qualified professional colleagues.

Position Overview:

The guidance counselor will be responsible for supporting the academic planning, college and career readiness, and personal development of students across all grade levels at Chiang Rai International School (CRIS). The counselor will collaborate closely with students, parents, teachers, and administrators to provide guidance services, facilitate student goal-setting, and ensure that each student is equipped with the skills and resources needed to succeed academically and prepare for life beyond school. The guidance counselor will also oversee all ASAs (After School Activities).

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Required Skills and Qualifications:

- Bachelor's Degree in Education or a related field
- Valid counseling certification or eligibility to obtain one
- Minimum of 3 years of experience in academic counseling, preferably in an international school setting
- Strong knowledge of university application processes and career planning for K–12 students
- Proficient in educational and communication technology
- Fluent in English with strong written and verbal communication skills
- Demonstrated ability to work collaboratively with staff, students, and parents

Preferred Skills and Qualifications:

- Master's Degree in Education, Counseling, or a related field
 - Familiarity with international curricula (e.g., IB, Cambridge, or American)
 - Training or certification in academic advising or college counseling
 - Experience organizing student programs, events, or extracurricular activities
 - Proficiency with college counseling platforms (e.g., Cialfo, MaiaLearning, Naviance)
 - Understanding of global higher education systems and application procedures
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Major Job Responsibilities

College and Career Counseling:

- Guide students in exploring career interests, educational pathways, and post-secondary opportunities
- Assist students with college/university research, application procedures, timelines, and documentation
- Provide guidance on standardized tests such as the SAT, ACT, TOEFL, and IELTS
- Coordinate university visits, presentations, and college fairs
- Write recommendation letters and ensure timely submission of school-related application materials
- Advise parents and students on international university admissions trends and requirements

Academic Advising:

- Support students in academic planning and course selection aligned with future goals
- Collaborate with academic staff to identify students' strengths and align them with appropriate college and career pathways
- Provide information about scholarship opportunities and application support

After-School Activities Coordination:

- Develop and manage a wide range of after-school programs that enrich student learning and support personal development
- Coordinate with teachers, staff, and external providers to offer clubs, activities, and special interest groups

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- Monitor student participation and ensure activities align with school values and student interests
- Plan and support events that showcase student achievements and talents

Collaboration and Administration:

- Maintain accurate records of student academic advising and university application progress
- Communicate regularly with parents regarding college planning and academic updates
- Participate in school planning and review meetings as needed
- Contribute to school initiatives related to academic success and future readiness