



Kigali International Community School

Phone (+250) 07881-25018

2020 Estates Gacuriro • BP 6558 • Kigali, Rwanda

www.kicsrw.org

Position: Guidance Counselor

Reports to: Secondary Principal

Required Qualifications:

- Passion for serving God in the context of education
- Bachelor's degree in School Counseling (or related field)
- Experience working as a school counselor or with helping students gain entrance into university.
- Valid Teacher Certificate with appropriate endorsement(s) (Life experience related to content and/or teaching may substitute for a Teacher Certificate in some situations.)

Preferred Qualifications:

- Two or more years of successful teaching experience
- Prior experience in an international school
- Master's Degree in School Counseling

Role Specific Responsibilities:

- Designs and maintains secondary counseling program
- Works with registrar and secondary principal on planning individual student academic programs
- Interprets student records as needed for admissions
- Evaluates students' abilities and interests through aptitude assessments, interviews, and individual planning
- Works with students to develop skills, such as organizational and time management abilities and effective study habits
- Helps students create a plan to achieve academic and career goals
- Leads students and parents through the college admissions process
- Writes recommendation letters for all grade 12 students
- Leads parent meetings to cover key college admissions topics such as SAT testing or scholarship applications
- Teaches 11th grade seminar class (1 semester) and 8th grade seminar class (1 semester)
- Collaborates with teachers, administrators, and parents to help students succeed

- Meets individually with parents and students in grades 8-12
- Provides individual and small-group counseling services to students
- Advocates for students at ILP meetings, team discussions, and more
- Collaborates with teachers and administration to present school counseling core curriculum lessons
- Serves on the Mission Control team for secondary mission time

Professional Characteristics:

- Teaches/leads from a Christ-centered worldview
- Effectively collaborates in team settings
- Demonstrates superb communication skills
- Uses data to adapt curriculum and refine instruction
- Operates from a growth mindset, able to reflect, learn, and progress
- Articulates high expectations with students, parents, and colleagues
- Shows a love of learning that translates into a positive, rigorous classroom culture
- Embraces diversity and values the contributions of each individual
- Utilizes technology to enhance student learning and partner with parents
- Exhibits a passion for equipping students to think critically, solve problems, and exercise self-discipline
- Interacts with people in a culturally intelligent manner
- Lives out faith in a way that facilitates discipleship, mentoring, and relationship building with students