



# EKAMAI INTERNATIONAL SCHOOL

## JOB VACANCY

**Position Title:** High School Guidance Counselor  
**Type of Appointment:** One-Year Local Contract with a 3 month probationary period  
**Desired Start Date:** August 1, 2026  
**Closing Date:** May 31, 2026

### Job Overview:

High school guidance counselor play a crucial role in supporting the academic, career, and personal development of students. They provide guidance, counseling, and resources to help students navigate academic challenges, explore career options, and address personal and social issues. By fostering a supportive and inclusive environment, they contribute to the overall success and well-being of students.

**Responsible to:** High School Principal

### Responsibilities:

#### Personal and Social Counseling:

- Offer individual and group counseling to address personal and social issues such as peer relationships, family problems, stress management, and mental health concerns.
- Facilitate transitional steps for new students to make necessary adjustments to the new environment as well as the current students who plan or apply to another school.
- Collaborate with teachers, administrators, and outside agencies to coordinate support services for students in need.

#### Academic Advising:

- Assist students in developing academic plans and goals.
- Offer support to students who are struggling academically and suggest appropriate interventions.

#### College and Career Counseling:

- Guide students in exploring various career options and educational pathways.
- Assist with college search and application processes.
- Organize college fairs, visits from college representatives, and other events to expose students to different post-secondary opportunities.
- Provide information about vocational training programs, apprenticeships, and other non-college career paths.

#### Parent and Family Engagement:

- Meet with students and parents to discuss various matters that are relevant to their individual academic, behavioral, and social/emotional concerns.
- Serve as a liaison between families and community resources, such as mental health services or social service agencies.

### Qualifications:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in school counseling or related field.
- Strong communication, interpersonal, and problem-solving skills.
- Empathy, patience, and a commitment to supporting student success.
- Ability to maintain confidentiality and adhere to ethical standards.
- Experience working with adolescents in an educational or counseling setting is preferred.

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