



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

September 2026

Job Title	ES Counselor
Divisional Team	Counseling office
Department/School	Elementary School
Reports to	Elementary School Principal
Hire type	Faculty

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has been a center of excellence in international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,700 students aged 3-18, representing over 60 nationalities, at its campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum which combines leading North American educational frameworks with global best practice. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's purpose to prepare our students for life itself.

ISKL is the longest-running IB World School in Malaysia and has been authorized by the International Baccalaureate Organization to provide the prestigious International Baccalaureate Diploma Programme (IBDP) since 1989.

ISKL is also the only school in Malaysia to offer this range of high-quality, transdisciplinary pathways in High School that enable every learner to choose the curriculum best suited to their abilities, interests, and aspirations. Options available include PRAXIS (for Grade 9 students), Pursuits Program, the full IBDP, or a student-selected combination of individual IB, Advanced Placement, and High School Diploma courses. This flexibility creates global further education opportunities with ISKL's students receiving acceptances from leading universities worldwide.

ISKL is accredited internationally through the Council of International Schools (CIS) and in the United States through the Western Association of Schools and Colleges (WASC). Across its divisions, ISKL strongly focuses on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The Elementary Counselor (as part of a team) will provide holistic and proactive services for ongoing guidance in academic and personal/social development. Duties shall include any of those responsibilities

normally assigned to a counselor. Specific duties may vary from time to time and will be assigned according to the specific strengths of the successful candidate and the other members of the counseling team.

RESPONSIBILITIES inclusive but not limited to:

- Help students attain an optimum level of personal and social growth.
- Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
- Ensure that all activities conform to ISKL guidelines and policy.
- Communicate effectively with all members of the school and community.
- Work effectively with providers and organizations in the KL community.
- React to change productively and handle other tasks as assigned.
- Support the mission and vision of ISKL.
- Provide individual counseling, small group counseling and classroom counseling lessons to help students cope effectively with personal, social, academic and family concerns.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
- Implement a comprehensive counseling program at the elementary school.
- Lead implementation of Social Emotional Learning at the elementary school.
- Update and maintain confidential student records.
- Identify students with academic challenges and make appropriate recommendations and referrals.
- Participate fully in the SST process.
- Maintain resources for teachers, parents and students relative to social and emotional growth.
- Assist with admissions observations and or screening process when appropriate.
- Assist with the LCE admissions process when appropriate.
- Assist in making recommendations for school curriculum and instructional practices.
- Assist with the activities of student organizations.
- Attend and assist when necessary with school events such as musical programs, athletics, student learning celebrations, open house.
- Provide parent information sessions relative to social and self-awareness, parenting, and other pertinent topics related to child development.
- Keep abreast of new information, innovative ideas and strategies.
- Create and submit an annual departmental budget.
- Fully participate as part of a counseling team and SRT in the elementary school.
- Participate as a member of the Child Protection Team at ISKL, carrying out any requirements of the policy.
- Attend Student of Concern meetings and/or grade level collaboration meetings as necessary and appropriate.
- Attend parent conferences as needed and appropriate.
- Communicate regularly with administration relative to student needs.

Technical skills

- Dedication to your role and responsibilities to ensure the tasks are completed
- Outstanding interpersonal skills: a good listener with a collaborative style is a must
- Personal integrity with management skills exhibited with confidentiality, initiative and independence.
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- Emulate and excel in ISKL's culture in demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts on students' achievements and having expectations of self is an absolute necessity

Personal attributes

- The ideal candidate is a curious and a people's person with the ability to work in a fast-paced environment whilst collaborating in a team to communicate ISKL's ethos and vision as a premier International School and to ensure that all ISKL constituents feel a deep and ongoing positive affiliation where prospective families, students and employees join ISKL due to its reputation internally and externally.
- Must have the ability to interact well within the ISKL community, able to navigate and be respectful in multinational settings with students. Empathic, approachable, flexible and student-focused.
- Must be a self-starter, independent, problem-solver, flexible, hardworking and have the ability to be creative. Highly energetic, enthusiastic, visible, approachable and open-minded
- Must be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.

Qualifications and experience preferred

- Counseling qualification/certification
- Successful elementary counseling experience (including in an international school)
- Elementary classroom teaching experience preferred
- Demonstrated knowledge of child development
- Demonstrated ability to work effectively with groups (human relations skills)
- Demonstrated ability to develop a sense of community and generate trust

Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving ISKL Values by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role. It does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES

Application

Please apply on our [website](#) through the online application process.

For a teaching position, to begin your application process, please ensure that you are registered with either Search Associates, Schrole (Tes), and/or GRC (Global Recruitment Collaborative), then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline. Interested candidates are therefore advised to apply as early as possible.

