International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK Job Description / Recruitment Profile

High School (HS) Comprehensive Counselor

Reports to: HS Principal

MISSION ISK inspires and nurtures passion, creativity & ambition in pursuit of a better world.

VISION EMPOWERING students to create solutions for tomorrow's challenges.

LEARNING at ISK

At ISK, learning is the construction of meaning. We construct meaning through inquiry-based experiences that transcend disciplines.

WHY ISK

ISK is a highly collaborative school in which our diverse community of educators, students, and families work together to design learning that inspires passion, creativity, and ambition. We care about people and empower learners to actively learn, create, problem-solve, and engage in our world.

If you identify with our values and would like to contribute to our community, we would love to hear from you.

WHO WE ARE

ISK educators are...	*As ISK educators...*
Empowering	We nurture agentic, passionate, self-directed learners who have a voice in their education and take ownership of their learning.
Ambitious	We work hard and have big dreams.
Learners	We thrive on learning and professional growth.
Collaborators	We believe that we are better together.
Community Builders	We design environments and build relationships that create a sense of trust and belonging.
Inclusive and Culturally Responsive	We are inclusive and culturally responsive, we seek faculty who are globally minded and diverse.



WHAT YOU'LL DO

Position Overview

The High School Comprehensive School Counselor delivers a multi-tiered, data-driven counseling program aligned with the International School Counselor Association (ISCA) Model and the mission and vision of the International School of Kenya (ISK). Working as a key member of the student support team, the counselor empowers students to discover their passions, build creative problem-solving skills, and pursue ambitious goals in pursuit of a better world. The counselor manages academic course scheduling and delivers direct and indirect services structured across ISCA's four foundational domains: Social/Emotional, Global Perspective & Identity Development, Academic, and Career/Postsecondary.

Alignment with ISK Mission & Vision

- Inspiring Passion & Ambition: Guide students through course selection and postsecondary planning that align with their personal values, passions, and global goals.
- Nurturing Creativity & Problem-Solving: Help students develop resilience, adaptive thinking, and innovative solutions for tomorrow's challenges through structured social-emotional learning.
- Pursuit of a Better World: Foster global citizenship, agency, self-awareness, and intercultural understanding in support of positive community impact.

Core Competencies & ISCA Domains

- Social & Emotional Domain: Deliver preventive programming, crisis intervention, and short-term counseling that foster resilience, self-regulation, mental health, personal safety, and healthy relationships.
- Global Perspective & Identity Development Domain: Facilitate culturally responsive practices that help students explore personal identity, navigate international transitions, build global citizenship, and embrace equity, inclusion, and cultural humility.
- Academic Domain & Scheduling: Course registration, student scheduling, credit audits, and graduation tracking; promote executive function skills and academic goal-setting to remove learning barriers.
- Career & Postsecondary Domain: Guide comprehensive career exploration and international university application processes, empowering students to navigate global postsecondary pathways aligned with their ambitions.

Key Responsibilities

1. Direct Student Services (Tier 1, Tier 2, Tier 3)

- Course Selection & Academic Scheduling: Partner individually with high school students to plan personalized four-year academic pathways, manage annual course registration, process schedule changes, and ensure all graduation requirements are met.
- Curriculum & SEL Delivery: Co-design and facilitate evidence-based SEL and advisory lessons (Tier 1) across grade levels to cultivate resilience, creative problem-solving, emotional well-being, and global mindedness.

- Identity Development & Transition Support: Facilitate structured programs supporting third-culture kids (TCKs), cultural transition, and personal identity exploration within a multi-cultural student body.
- Individual & Small Group Counseling: Provide short-term individual counseling and targeted small-group interventions (Tier 2/3) addressing personal, social, emotional, and academic needs.
- College & Postsecondary Advising: Guide students through academic planning, career exploration, university research and application processes, collaborating with relevant school personnel to support informed postsecondary decisions.

2. Indirect Student Services & Collaboration
   - Master Schedule Collaboration: Partner with high school leadership and department heads to inform scheduling decisions, course offerings, and student sectioning based on student academic needs and pathway interests.
   - Multidisciplinary Teamwork: Collaborate with leadership, faculty, learning support specialists, and multidisciplinary teams to design student success strategies and MTSS interventions.
   - Parent Engagement: Facilitate parent workshops, course registration information sessions, transition support, and educational sessions on adolescent development, child protection, and postsecondary pathways.
   - Consultation & Referrals: Consult with teachers and families to monitor student progress; refer families to internal specialists or external community resources when intensive care is required.

3. Program Management, Data & Advocacy
   - Data-Driven Program Planning: Utilize school data profiles, needs assessments, and program evaluations to identify equity gaps and measure student outcome results across all four domains.
   - Transition & Advisory Support: Assist incoming and outgoing families in navigating international transitions; support the design and execution of high school advisory programs aligned with ISK values.
   - Child Protection, Student Safety & Crisis Response: Contribute to the identification and response to student safeguarding concerns, mental health crises and student safety risks, including appropriate risk assessment, referral and follow-up, in collaboration with school leadership and designated safeguarding personnel, in accordance with school policies and professional protocols.
   - Professional Ethics & Confidentiality: Maintain accurate, secure and confidential student counseling records in accordance with professional ethical standards, applicable safeguarding requirements and school policies. Exercise professional judgment regarding confidentiality, information sharing and appropriate referrals, prioritizing student safety and wellbeing.

WHAT YOU'LL NEED

- Education: Master's degree in School Counseling, Guidance Counseling, or Counselor Education from an accredited institution.
- Certification: Valid state, national, or international professional certification/licensure in secondary school counseling.
- Experience: Minimum of four years of successful secondary school counseling experience, including academic course scheduling, social-emotional counseling, student transition support and college/career advising. Experience in an international school setting is preferred
- Framework Knowledge: Strong working knowledge of the ISCA Model and comprehensive international counseling frameworks.
- Cultural Competence: Demonstrated success working with third-culture kids (TCKs) and families in diverse, multi-cultural, or international educational environments.
- Technical Proficiency: Demonstrated proficiency with student information systems, academic scheduling and transcript management platforms, and university counseling technologies; experience with PowerSchool or comparable systems is desirable.



APPLICATION PROCESS

The International School of Kenya (ISK) welcomes applications from qualified internal and external candidates for the 2027–28 school year.

Candidates may apply through Search Associates or directly to ISK.

Candidates applying directly should submit a single PDF file (less than 4MB) to recruitment@isk.ac.ke, containing:

- A cover letter outlining their strengths as a candidate and interest in the position.
- A current Curriculum Vitae (CV).
- A Statement of Educational Philosophy.
- Full contact details for at least three recent professional references, including names, positions and current email addresses, together with the contact details of the current Superintendent/Director of their present school.

Application Deadline

Interested candidates should complete their applications no later than November 15, 2026.

Selection Process

Applications will be reviewed as they are received. Applications will be screened by an internal selection committee, and shortlisted candidates will be contacted as appropriate.

ISK reserves the right to conclude the recruitment process before the stated deadline should a suitably qualified candidate be identified.

As part of the selection process, ISK may conduct professional reference checks, including contacting individuals not specifically listed by the applicant who are familiar with their professional background, in accordance with applicable requirements.



DIVERSITY & INCLUSION

Commitment to Diversity and Inclusion

ISK is committed to diversity and inclusion and welcomes applications from candidates with diverse perspectives, backgrounds and experiences. We value the contributions of individuals from different racial, ethnic and cultural backgrounds, genders, abilities and experiences, and strive to foster an inclusive and supportive professional community.

CHILD PROTECTION

Safeguarding Commitment

The International School of Kenya (ISK) is committed to safeguarding and promoting the welfare, safety, and wellbeing of all children and young people. ISK expects all employees, volunteers, and contractors to uphold the highest standards of professional conduct and to actively support and comply with the School's safeguarding and child protection policies and procedures at all times.

All employees are required to participate in safeguarding and child protection training upon commencement of employment and in ongoing annual training thereafter, in accordance with school expectations and safeguarding requirements.

Employment with ISK is subject to appropriate background checks, reference checks, credential verification, and other employment requirements consistent with Kenyan law and school policy.

Job Description Review

This job description will be reviewed periodically and may be updated to reflect changes in school priorities, organizational structure, and the requirements of the role.

This document sets out the principal responsibilities and requirements of the role. It should be read together with the applicable Agreement of Service, Faculty-Specific Handbook Supplement, Unified Employee Handbook and School policies.