

Recruitment of student counselor

Part-time and full-time position

Qualifications required:

- Baccalauréat required (equivalent to the IB and the A-levels)
- French-speaking
- English-speaking would be a plus
- Experience in a school environment
- Experience with children/adolescents
- Familiar with IT software (Word, Excel...)
- Residing in Malaysia

Duties:

- Supervision of students outside class time (study time, canteen, corridors, entrance and exit, tests, examinations, etc.)
- Administrative tasks (recording absences, information to parents, filing, etc.)
- Organizing activities in the life of the school
- Helping students on a daily basis to promote their personal development
- Helping with homework, tutoring
- Being involved in the life of the school

NB:

- Full-time: 40hrs
- Part-time: 31hrs minimum

Send CV + letter of motivation to: proviseur@lfkl.edu.my