

Job Title:	Counselor
Department:	Academic
Reports to:	Principal
Position Type:	Part-time or Full-time
Term:	Permanent

Responsibility

The counselor provides leadership and guidance in the school's student support program. Working with the principal, coordinators, and teachers, the counselor provides leadership in identifying, assessing, planning, supporting, and implementing student support plans in areas of need including: learning difficulties, behavior, social, and emotional aspects of school life. The counselor plays a significant role in building school culture, community, and spiritual life through the area of student support.

Personal Requirement

1. Has a personal commitment to the evangelical, reformed position of the school as set out in the school's Statement of Faith
2. Active, dedicated, and committed member of a Christian church
3. Degree or significant training in psychology or counseling (preferred)
4. Teaching or counseling experience
5. Understanding or experience in student behavior and relationships guidance
6. Experience or willingness to learn in learning support programs
7. Administrative skills
8. Proficient in English (writing, reading, speaking)
9. Relates well with students
10. Willingness to work as part of a student support team

Role Description

Note: The following is a comprehensive description of the counselor role. Emphasis on each category may change depending on candidate background and school need or situation.

Guidance & Counseling

1. Work with school leaders and teachers to provide holistic support to the student body.
2. Develop and maintain student relationships that promote the ability to support and advise students in a variety of situations.
3. Provide counseling and support to students in areas of social-emotional need, relationships, behavior, and other areas of life.
4. Provide conflict resolution support in individual or small group settings.
5. Work with parents in providing support in a family setting.
6. Maintain confidentiality in counseling situations.

Learning Support

1. Serve as an instructional resource for teachers by providing them with strategies, methods, and materials for working with students that have learning needs.
2. Work with grade level teams in reviewing student performance and identifying support plans for identified students.
3. Provide learning support to referred students in in-class or out-of-class settings.

Spiritual Life

1. Provide counseling, guidance, and instruction from a Biblical perspective.
2. Participate in and support the spiritual life development of the school through one-on-one meetings, small-group leadership, chapel programming and other school programming.
3. Create and promote respectful relationships in the school community.

Administration & Communication

1. Actively communicate with school leaders, teachers and parents.
2. Participate in meetings with parents, teachers, and school leaders.
3. Prepare and track reports and educational plans for individual students.

Professional Development

1. Participate in school-provided professional development activities and meetings.
2. Develop and lead internal professional development meetings.

Other Duties

1. Assist in the transition process for newly enrolled students.
2. Support and participate in parent meetings, seminars, and workshops organized by the school.
3. Teach classes in short-term or long-term roles.
4. Mentor internship counselors (on occasion).