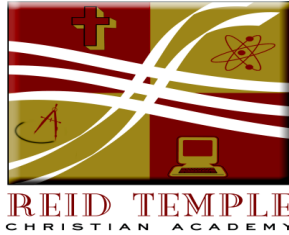


## **VISION STATEMENT**

***To develop global Christian citizens equipped to positively impact the world through excellence in communication, science, technology, engineering and mathematics (C-STEM).***



### **Professional School Counselor Reid Temple Christian Academy Job Description**

**Reports to:** Head of School  
**Supervises:** N/A  
**FLSA Status:** Full-time, exempt

**Job brief:** We are looking for a professional School Counselor to help students prepare for academic achievement, ensure school readiness and develop personal or social competencies through a comprehensive, preventive and developmental counseling program. The goal is to ensure that students will become productive and well-adjusted individuals, and to achieve it requires you to be caring, flexible, adaptable and patient.

**Summary:** The Professional School Counselor provides counseling services that are comprehensive in scope, preventive in design and developmental in nature in the areas of academic achievement, college and/or career readiness and personal/social development for all students. The Professional School Counselor acts as a change agent and student advocate helping ensure access and equity for all students supporting the system's overall mission.

#### **Key Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

#### **Program planning & development**

1. Establishes and implements an effective comprehensive data-driven school-counseling program to serve the needs of all students aligned with the mission and vision of the school.
2. Establishes and implements a counseling program that incorporates career and college readiness components for all students. (i.e. college aspirations, academic planning, student enrichment, college and career exploration and selection processes, assessments, college affordability planning, admissions and postsecondary transition).
3. Collects, analyzes and uses data to develop and implement the school counseling

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program (i.e., attendance, grades, behavior referrals, standardized tests, etc.).

### **Individual student planning**

1. Counsels students in educational planning using their academic strengths, interests, and aspirations.
2. Counsels students in developing decision-making skills and provides access to related experiences to help them attain an understanding of their interests, skills and abilities as part of college and/or career readiness.
3. Collaborates and consults with parents/guardians, educators, students and other stakeholders to promote educational, career and life planning opportunities.
4. Provides career and college readiness counseling and information for all students.

### **Preventive & responsive services**

1. Utilizes appropriate counseling strategies (i.e., individual, group, classroom, and school-wide) in order to provide preventive and responsive services to support culturally diverse student populations.
2. Facilitates appropriate interventions to promote positive student academic performance, behavior and attendance.
3. Serves as a member of the School Intervention Team and Student Services Team to identify students in at-risk situations and proactively implements positive strategies to increase school success.
4. Participates in school management teams (i.e., Accommodation Plan, SIT, FBA/BIP, etc.) and shares responsibility for the total school program as a part of student planning, school and system support.

### **System support**

1. Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
2. Works collaboratively to present parent programs/informational sessions on topics that support student achievement.
3. Works collaboratively with academic team members to provide professional development to staff members in schools on topics that will assist with positive behavior management strategies.
4. Establishes and strengthens partnerships with school, family and community members (i.e., individuals, local community agencies, universities, organizations and associations) to provide information, resources and opportunities for students and families.
5. Provides appropriate referrals to assist parents/families and students to benefit from essential school and/or community resources.

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### **Accountability**

1. Maintains an accurate and confidential record-keeping system of all counseling services and activities.
2. Provides accurate academic advisement to students (i.e. grades needed for promotion, danger of not being promoted, high school articulation advisement, etc.).
3. Submits monthly data or program reports in a timely fashion (i.e., personal education plan, scholarship, counselor/principal agreement, yearly calendar, etc.).
4. Works with the School Leadership Team in compiling school-based data that reflects the results of program goals by increasing student achievement, and student attendance.
5. Assists in monitoring counseling-related, student academic records (i.e., Accommodation Plans, FBA/BIP, transcripts, SIT action plans, personal education plan, career assessment, etc.)

### **Professional development**

1. Participates in professional development through workshops, conferences and monthly meetings to remain abreast of current counseling trends and best practices.
2. Performs related duties as required.

### **Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated knowledge of national, state and local school counseling standards and adheres to professional and ethical standards of the American School Counselor Association (ASCA). Thorough knowledge of Reid Temple Christian Academy Policies and Procedures;
- Knowledge of growth and developmental stages of adolescents;
- Ability to read, take notes, and interpret written materials;
- Ability to work effectively as a team member and independently with staff, students, and parents;
- Ability to use a computer and other technological equipment;
- Ability to use the computer for on-line scheduling;
- Excellent oral and written communication skills with the ability to speak effectively to both large and small groups; and
- Excellent human relations skills with the ability to establish good relationships with many different types of individuals and groups.
- Proven working experience in school counseling
- Integrity and professionalism
- Advocacy skills

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- Ability to respond effectively to the needs of a diverse student pool
- Working knowledge of various counseling models, practices and resources
- Sound judgement and emotional intelligence

### **Education Requirements:**

Master's degree in School Counseling, with two years of experience as a school counselor preferred; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

### **Certification Requirements:**

Advanced Professional Certificate

### **Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working Environment:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

I have read and understood the explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_