



NORTH CLACKAMAS CHRISTIAN SCHOOL

faith · family · foundation · est 1973

Job Description Guidance Counselor (K-12)

PURPOSE

The Guidance Counselor fulfills the mission of North Clackamas Christian School by working with school faculty, staff and students to plan, implement, and evaluate a comprehensive developmental guidance and counseling program. This position counsels students to fully develop each student's academic, spiritual, career personal and social abilities, and address the needs of the student population.

POSITION

- Full time salaried employee – 187 days
- Health benefits & matching retirement plan
- Tuition benefits for employee's children
- Reports to Principal/Superintendent

QUALIFICATIONS

Education/Certification

- Masters degree from accredited college or university
- Minimum of two years classroom teaching experience
- Valid state or ACSI school counselor certificate
- MA in school counseling not required at time of hiring, but must be working towards completion

Special Knowledge/Skills

- Knowledge of college and career best practices
- Excellent inter-personal skills, notably in team building and conflict resolution
- Strong ability to integrate a biblical worldview into all duties
- Strong work ethic
- Willingness to work extended hours if necessary

PERSONAL QUALITIES

The School Counselor Shall:

- Have received Jesus Christ as his or her personal savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40).
- Be a regular attendee at a local evangelical church which has a statement of faith in agreement with the school's statement of faith.
- Show by example the importance of prayer, witnessing to others about Christ, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's Statement of faith and Christian Philosophy of Education.

PROFESSIONAL PROFILE

The school counselor shall:

- Demonstrate excellence in written and verbal communication.

- Maintain confidentiality.
- Demonstrate proven ability to work in leadership role that interacts with diverse groups, including faculty, staff, students, and parents.

JOB SUMMARY

- Challenge all students to fulfill the mission of North Clackamas Christian School to serve Christ daily in all aspects of their life.
- Collaborate with students, teachers, staff, and administration to direct and provide services and instruction in support of curricular goals.
- Support students throughout their school experience, providing entry level social, emotional and spiritual level counseling when necessary.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in this task.
- Assist administration in evaluating and improving school programs.
- Maintain transcripts; track diploma progress for high school students.
- Plan and present programs designed primarily to prepare and train students for post high school education, gainful employment, or entrepreneurship beyond high school.
- Be present and on time for all staff meetings and appointments.
- Attend scheduled faculty and staff meetings, as well as weekly staff devotions.

OTHER SPECIFIC RESPONSIBILITIES

Course and Career Advisement

- Counsel students regarding educational issues, such as course and program selection, class scheduling, behavior, and study skills.
- Meet with students individually to conduct interest inventories and assessments for students to identify and determine career interest paths.
- Collaborate with the Principal to develop a yearly master schedule.
- Assist students in adjusting schedules; dropping and adding classes.

Student Assessment

- Assist Curriculum Director and Principal in analyzing student assessment data to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point averages in relationship to achievement.
- Use school-wide testing to help identify areas of strength and areas of need.
- Complete assessments, referrals, and counseling with students and families.
- Help coordinate student assessments and testing accommodations.
- Support teachers in meeting accommodation plans for students with special learning needs.

Student Growth and Development

- Help students through personal and social issues that are treatable in school.
- Use data from surveys and tests to determine at-risk students
- Lead initiatives that seek to improve social atmosphere of the school, such as bullying.
- Be a positive and spiritual role model for students and support the mission of North Clackamas Christian School.

Administration

- Serves as a member of the Administrative Team
- Provide input and assistance to Administrative Team as needed.