



Position: Academic School Counselor  
Hired by: Lead Counselor & Upper School Principal  
Reports to: Lead Counselor  
Evaluated: Annually

### **School Counselor: Mental, Emotional, Social, Developmental, Academic, College and Career Services**

The School Counselor will provide oversight of mental, emotional, social, and developmental well-being, with a primary focus on academic and college and career services. This employee will be hired by and will report to the Lead Counselor. Primary areas of responsibility will include working with existing counseling staff to support students relative to the array of counseling services. In addition, the school counselor may provide individualized counseling services to students in these areas and communicate with families regarding their students' needs.

#### **School Counseling**

- Provide academic and career counseling
- Provide oversight and collaborate with current counseling faculty to assess and prescribe most suitable counseling services for students
- Provide individualized counseling services for students dependent upon need
- Communicate student difficulties to the Intervention Coordinator or School Nurse, as the needs of the student require (per HIPAA guidelines)
- Network with local mental health care providers, maintaining a list of referrals for those who desire outside counseling or need prolonged counseling or in-patient services
- Educate faculty, students and parents on the types of counseling services available
- Partner with/support houses when counseling topics are planned for family time
- Support LS and US principals to address counseling needs and perennial challenges faced by students

#### **Other responsibilities**

- Collaborate with counseling staff to plan classroom guidance-based lessons and assemblies
- Provide support if necessary, during the administration of standardized testing
- Work with the gifted and intervention programs to assist in providing support to students when necessary
- Assist with handbook updates as necessary, relative to school counseling

#### **Professional requirements**

- Bachelor's degree in education, school counseling, or other related field: Master's degree preferred
- Maintain a valid counseling license and/or certification as required by the school

- Provide an annual plan for continued education in the biblical counseling field
- Attendance at all required faculty/staff/parent meetings
- Self-starter: ability to take initiative; work independently; self-accountable
- Organized and deadline-oriented
- Ability to manage multiple tasks with converging deadlines while maintaining a positive, can-do attitude
- Resourceful: aptitude for finding creative and effective means for meeting goals
- Creative: ability to develop original ideas
- Student-centered: a love for students and working with them under difficult circumstances is a MUST
- Team player

### **Additional Duties**

- Other duties as assigned by supervisor

### **Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents		X		
Noise		X		
High stress			X	
Interruptions		X		
Overtime necessary			X	
Climbing stairs		X		
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling		X		
Reaching over shoulder			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Fax/Copier		X		
Computer/Printer				X
AV Equipment		X		
Other (please list)				
Summon emergency help	X			
Apply CPR/First aid	X			
Lead field trips		X		
Communicate data				X
Prepare reports			X	
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below indicates that I have reviewed my job description and am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature