

Job Title:	Academic and College Counselor-High School
Job Family:	Certificated
Reports To:	Head Counselor and Principal of the High School
Number/Titles of Subordinates:	N/A
Peers:	Dean of Students, Student Support Services Counselor
EEO:	Officials and Managers
N/E:	Exempt

Main Purpose of the Position: Under the supervision of the head counselor and principal, the counselor will provide guidance and assistance to students in meeting their personal, social, academic, spiritual and career needs. The counselor will assist students in their preparations for post- secondary education opportunities, the work force and continued lifelong learning.

Christian Role Model Commitment:

- Express a testimony of a personal relationship with God through Jesus Christ.
- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of Valley Christian Schools.
- Be regular in attendance at a Christian Bible believing church of your choice.
- Be agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10).

Personal and Professional Qualifications:

- Have a proven evidence of adequate preparation, background and ability required for a position in academic and college counseling.
- Be committed to implement and enforce policies and follow prescribed procedures.
- Have the ability to work in a fast paced environment.
- Excellent time management skills and outstanding written and verbal communication skills.
- Creative problem solving skills and flexibility.
- Experience leading/teaching presentations and meetings.
- Have experience researching and sharing opportunities for students and their families.
- Have a desire to lead projects and to take initiative

List Job Duties:Guidance Responsibilities

- Counsels students in individual and/or group settings.
- Working with students grades 9 – 12, guiding them and their families through every aspect of the college search and application process.
- Serving as a key member of the college counseling team to develop and implement thoughtful, college counseling, engaging programming and practices in context of Valley Christian High School.
- Participation in campus visits and tours, and networking with college admissions and college counseling colleagues
- Meeting with college representatives who visit Valley Christian High School and serving as a liaison with college admissions officers.
- Monitor and evaluate student performance in order to provide appropriate support or advice in overcoming academic struggles.
- Helping students to self-assess and research higher education and post-secondary opportunities.
- Writing official school letters of recommendation for college applications, scholarships and summer programs.
- Maintains confidential student records/information in an appropriate manner for the purpose of documenting and/or providing reliable information.
- Counsels with students to help them resolve personal, academic and behavior problems including attendance, discipline and school/classroom adjustments.
- Advises students regarding course selections and school registration in order to meet individual needs and goals including graduation requirements and college acceptance.
- Counsels students through test interpretation and evaluation to assist them in developing a realistic self-appraisal of abilities and talents.
- Counsels students with help of Naviance regarding post high school pursuits including college requirements, college majors, financial aid and career opportunities.
- Acts as a liaison to teachers, parents, administration and community on educational, school related concerns and college acceptance.
- Assists students in developing skills in decision making and self-discipline.
- Assists students with crisis and immediate problems for the purpose of supporting their personal, academic, and/or career development.
- Works with Registrar to maintain records on seniors, including GPA's, graduation status and transcripts
- Be aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, the National Association of College Admission Counselors, Western Association of College Admission Counselors.

Additional Duties:

- Supervise and attend school activities
- Conduct admission interviews
- Chaperone College Road Trips
- Host college representatives on campus
- Hold informational meetings for families
- Hold workshops for students
- Yearly classroom instruction on college research and applications.

Knowledge of:

- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.
- National Standards for Counseling.
- Social service and youth service resources and reporting procedures.
- Laws and Education Code pertaining to student services.
- Social, emotional and behavioral characteristics appropriate to the age group served.

Ability to:

- Work with diverse populations.
- Work under pressure and meet deadlines.
- Develop and maintain an atmosphere of mutual respect among students, teacher, and staff.
- Prioritize and manage multiple tasks.
- Develop and maintain open channels of communication between home and school.
- Implement and enforce policies and follow prescribed procedures.
- Foster creativity and be responsible for innovative ideas.
- Work in a collaborative counseling department.

Non-Essential Functions:

Some tasks, such as organizing some student activities, could be performed by support staff if necessary.

Professional Qualifications:

- BA/BS Degree
- Valid California Pupil Personnel Services Credential desirable
- Master's Degree desirable
- Prior job related experience in secondary education desirable
- Relational capital with colleges and their representatives desirable
- Expert oral and written communication skills

Fiscal Responsibilities: (Budget responsibilities, approval privileges, reporting and auditing)

None

Extent of Public Contact: (Type and frequency)

Daily contact with teachers, staff, coaches, students, parents, guests and school administrators.

Physical Demands: lifting, walking, equipment operations

Ability to operate a computer and other office equipment—no heavy lifting

Working Conditions and Environment: travel, usual work hours, environmental conditions

Work is performed in an office environment. Environment is fast-paced and forward –thinking; working with students from affluent and diverse families in the Silicon Valley who can be demanding of time and energy. Typical hours are 7am-4pm during the school year and 8am-4pm during the summer, in addition to supervisory duties on some evenings. Position is not required to travel on a regular basis. However, occasional travel to local and out of state colleges and universities for job recruitment may be necessary. School environment: fast-paced and forward –thinking; working with students from affluent and diverse families in the Silicon Valley who can be demanding of time and energy.