

**Reports to: Upper School Principal**

**General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence of understanding and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a master's degree in school counseling with licensure or state certification and/or from a distinctively Christian counseling program.
4. Minimum of 3 years' experience in secondary educational counseling, preferably in a Christian school setting.
5. Evidence of strong organizational, communication, interpersonal and technological skills.

**Primary Responsibilities:**

The ideal candidate will:

1. Meet individually with students in grades 9-12 regarding academic concerns following every mid-quarter progress check.
2. Offer personal support in times of difficulty or crisis to students in grades 9-12 and their parents, when appropriate.
3. Assist students in grades 9 and 10 with course selection and schedule changes.
4. Collect and monitor all course appeal requests and decisions for students in grades 9-12.
5. Develop a personalized *Four-Year Plan of Study* with each ninth grade student.
6. Provide referrals for ongoing personal, family, and professional counseling for students in grades 9-12.
7. Work closely with the academic services team to review psychoeducational evaluations and support those students on an as-needed basis.
8. Serve as a liaison between the upper school and academic services regarding accommodations in the classroom, exams and on standardized tests, including the PSAT and AP exams.
9. Plan and present the annual *Rising 9th Grade Family Forum* each February to Charlotte Christian students and parents.
10. Coordinate transition to upper school programming for eighth grade students, including classroom guidance activities.
11. Facilitate annual gender specific discussions regarding *Love, Sex, and Lasting Relationships* in a group setting for ninth grade students.
12. Coordinate ninth grade orientation activities.
13. Develop curriculum and conduct classroom guidance activities in the Junior Seminar class, including but not limited to topics such as substance use/abuse and stress management.
14. Oversee peer tutoring opportunities for students in grades 9-12.
15. Work with the admissions office to screen applicants and meet with new families in grades 9 and 10.
16. Provide classroom guidance lessons for ninth grade students regarding effective study habits and learning styles.
17. Partner with the upper school principal and team regarding any student issues or concerns.
18. Serve on the Academic Committee to advise the principal on academic requests by students and parents.
19. Pursue educational opportunities and training related to topics of particular relevance, including but not limited to, anxiety, depression, body image, learning disabilities, relational aggression, chemical dependency, adolescent development, grief, and divorce/separation.
20. Facilitate academic support conferences between students, parents and teachers as needed.
21. Serve on the upper school Admin Team.
22. Assist with training to the upper school faculty on how to identify and support students in crisis.
23. Proactively promote habits for social-emotional wellbeing to students.
24. Serve as the upper school point person for annual updates to the Curriculum Guide

**Personal and Professional Profile:**

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.

3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.