

**Reports to: Middle School Principal**

**Status: Exempt Salaried / 11 month position**

**General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of 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 educational counseling, preferably in a Christian school setting.
5. Evidence of strong organizational, communication, interpersonal and technological skills.

**Counselor Primary Responsibilities:**

The ideal candidate will:

1. Provide student counseling services as related to interpersonal relationships, family communications, personal growth and spiritual life. This will be accomplished through individual counseling and group counseling.
2. Serve as a resource and advocate for students with social, emotional and academic needs.
3. Assist the middle school team with issues relating to the development of the whole child, especially as it relates to the building of Christian character.
4. Serve as a consultant for parents, families, and teachers on students' needs, effectively partnering with all stakeholders to eliminate barriers to learning.
5. Plan weekly advisory curriculum and coordinate service-learning events in conjunction with the spiritual life director.
6. Meet and consult on a regular basis with grade level teams regarding student concerns and needs, and provide professional development as needed.
7. Create and facilitate parent education classes and seminars on relevant developmental issues that students are facing.
8. Organize and implement programs to help students transition to and from middle school.
9. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
10. Oversee the selection process and induction program for the National Junior Honor Society.
11. Work closely with division principals and head of school to provide support to the school community.
12. Refer students to outside counseling when needs require more in depth counseling/therapy.
13. Assist the middle school team with all middle school activities as needed, including overnight field trips.

**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 of 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.