

Position Title: **Lead School Counselor**

Last Updated: August 2021

Reports To: Head of Academic Collaboration & Culture

Status: Exempt  
Permanent Full-time

Schedule: Academic year: 40 hours per week

Benefits: Full benefit eligibility

#### Summary Description:

By modeling a developmental counseling approach, the lead counselor ensures the appropriate implementation of the counseling curriculum at each division level. He/she advocates and promotes emotional wellbeing by collaborating with and supporting students, faculty, principals, administration and parents.

#### Essential Functions:

##### Administration/Supervision:

- Develop, write and maintain the model for FCS's counseling program modifying based on reliable and repeatable School and Division needs
- Oversee implementation of life skills curriculum
- Oversee the advocacy of student social, emotional, and mental health
- Creates/promotes pleasant, collaborative environment among school counselor team by planning meetings for information/idea sharing, supporting, and encouraging one another
- Develop and update expectations of division level counselors
- Accurately and appropriately gather/interpret and utilize student data
- Review new student applications regarding mental health; clarify, obtain more information when necessary and communicate with admissions as to whether we can meet student needs
- Build and maintain developmentally relevant counseling program PreK-12 in direct alignment with FCS mission
- Guide cooperative growth among division specific counselors, administration, and leadership team
- Select division appropriate social/emotional life skills curriculum PK-12
- Equip division counselors to communicate the goals of the school's counseling program to administrators, teachers, students, and parents
- Maintain current/relevant parent information on counselor corner website
- Seek grants to potentially cover cost of special programming for counseling department
- Facilitate weekly counselor consortium among division counselors to support and assist in sharing ideas
- Promote counselor participation in division level trips
- Initiate positive connections among faculty/counseling department
- Host interns for aspiring school Counselors whose professional and personal goals are aligned with our mission
- Participate in interview process for growth and expansion of counseling department

##### Communication:

- Creates division level structure for communication to take place between division counselor and parent, counselor/ administration, counselor /student, counselor/ teachers
- Facilitate Proactive communication of life skills curriculum to parents
- Receive information/provide consultation division administrators for sensitive discipline follow-up
- Attend parent nights/grade-level parent meetings new family parent welcome

#### Collaboration:

- Works with division principals to select appropriate, grade-level curriculum
- Participate in admission process and the re-enrollment of students by assessing incoming/re enrolling student information
- Promote collaboration between counseling team and faculty
- Examine opportunities in current student programming to implement life skills/soft skill training (i.e. retreats, SGA, etc.)
- Assist/train faculty incorporating relevant social skills training in classroom and large group settings to create culture of leadership and self-management among students
- Plan and provide parent training opportunities for FCS parents
- Generate opportunities to promote positive parent culture
- Receive information/provide consultation to teachers and division administrators for mandated reporting
- Cooperate with division principals and parents to assist in students reentering school from rehabilitation/in/outpatient facilities
- Work in cooperation with school nurses/ classroom teachers to assist students whose emotional needs manifest as physical symptoms
- Provide teacher training and continuing education for relevant social emotional topic
- Community connections: represent FCS by participating in local School Counseling Network to support and share best practices
- Ensure that division counselors visit neighboring schools to observe curriculum and counseling structure

#### Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must always maintain a high level of personal hygiene and cleanliness
- Report inappropriate behavior to School Administration to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Head of Academic Collaboration and Culture or the Head of School

#### Qualifications:

- Master's in counseling or related field
- 3- 5 years of experience in a school or clinical setting
- National Board of Certified Counselor's certification or equivalent professional development a plus
- Training and experience that are considered relevant
- A courteous and pleasing personality
- Must be able to work intuitively and independently
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Demonstrated writing and oral communication skills
- Ability to establish and maintain satisfactory working relationships with other employees, students, parents and the general public
- Must work effectively with colleagues, faculty, and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Must possess sensitivity to confidential information and hold a high standard of integrity

- Work with courtesy, tact, and diplomacy in dealing with others, and the ability to work as part of a team
- Ability to remain calm, composed, and flexible within a busy and demanding environment
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point), Google Drive, Internet; knowledge of RenWeb a plus
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as a condition of employment
- Must have a valid state driver's license

#### Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting, pushing, and walking
- Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

#### Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.