JOB DESCRIPTION – GUIDANCE COUNSELOR

Title: Guidance Counselor

Reports To: High School Principal

SUMMARY OF POSITION, FUNCTION, AND DUTIES
Under the High School Principal’s direction, the Guidance Counselor coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and college information center. Interacts with students, parents, and staff, providing them with resources, including books, catalogs, community contacts and computer-aided resources. Schedules speakers, visits, and events promoting college admissions and career planning and development as well as other post-secondary options.

The Guidance Counselor is assigned to fulfill the mission of honoring the Lord Jesus Christ which is to equip students with a love for Christ, a passion to learn, the courage to lead, and a commitment to serve. The school administration may assign additional duties or specify other functions needed as may be appropriate for specific faculty posts.

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS

PERSONAL BELIEF & BEHAVIOR

- Must be a born-again Christian whose lifestyle and character demonstrate obedience to God and the Bible and express agreement with the school's doctrinal viewpoints, statement of faith, and Christian lifestyle requirements.
- Must be able to serve as a positive Christian role model to others in the school context.
- Must be able to accept and support the school's core beliefs, statement of faith, and doctrine.
- Must have an understanding of and commitment to SCS's educational objectives and philosophy of education.
- Must possess sufficient biblical knowledge that enables the individual to integrate Scripture into subjects taught, sports coached, or other job duties assigned, thus imparting to students a biblical worldview position.
- Must faithfully attend a local church whose fundamental beliefs are in agreement with the statement of faith and doctrine of this school.
- Must affirm that he/she believes that working and ministering in this Christian school would be pleasing to God, would be consistent with his/her purpose in life, and would be good stewardship of his/her time, talent, and professional abilities.
- Must enjoy working with young people.

PROFESSIONAL

- Bachelor’s Degree – preferably in education or counseling
- Master’s Degree – preferred; in school and guidance counseling
- Experience – 2-5 years (counselor or teacher)
ESSENTIAL DUTIES & RESPONSIBILITIES

- To assume responsibility for counseling students in grades 9 through 12 (and their parents) in regard to the entire college selection, application and admission procedures.
- To conduct individual and group sessions in all areas of college counseling, including Junior College Workshop for juniors and parents, High School and Beyond for middle school students, Coffee and College for seniors and parents, and any additional information sessions as determined by the Head of School.
- To schedule and meet with Individual sessions with junior and senior students and their parents.
- To oversee and manage the college application process.
- To oversee use of the SCOIR platform.
- To manage the college and career information as part of the Cornerstone and Capstone curriculum.
- To write the school recommendation by the end of the junior year of upcoming seniors making application to college.
- To oversee visits to colleges and from college representatives.
- Oversee compliance for Bright Futures, NCAA, and NAIA eligibility.
- Track graduation requirements for junior and senior students focused in specialized college majors.

ADDITIONAL RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Supports and creates appropriate programs for grades 6-8.
- Prepares college and career flyers and newsletters to distribute to students, teachers and parents. Prepares and speaks at informational presentations to classrooms, student groups, and parent organizations.
- Communicates with college personnel to establish a productive relationship and to exchange information and resolve issues or concerns involving any aspect of the college admission process.
- Coordinates the program and calendar of all standardized College Enrollment testing for students, arranging for special "prep" sessions, and providing pre- and post-test counseling.
- Provides information concerning specialized scholarships and assistance in completing application forms. Develops and maintains current lists and bulletins concerning school and other financial aids available.
- Performs a variety of computer duties including word processing, graphic design, database management, and web development maintenance.
- To oversee the faculty writing of the requested recommendations for students applying to college.
- To maintain and expand an attractive, informative and up-to-date College Counseling Center.
- Participate in training for programs to stay familiar and up-to-date with any changes.
- To represent the school at relevant state and national conferences and workshops.
- To perform other duties as assigned by the Head of School.

INDIVIDUAL KNOWLEDGE, SKILLS & ABILITIES

- Superior interpersonal relationship skills.
- Possess physical stamina required to fulfill the professional obligations of this position and specific assignments.
- Proficiency in computer and technology applications necessary for this position.
- Possesses strong oral and written communication skills, including the ability to use the English language correctly.
- Strong work ethic and self-motivated.
- Effective multi-tasking and time management skills.
- Flexibility and adaptability to schedule changes.
- Excellent judgment and discretion.
- Be an enthusiastic follower of Jesus Christ.

NOTE: Salary indicated on Indeed is not endorsed by Sarasota Christian School.