



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Counselor

OFFICE/CAMPUS: Faculty/Bento Elementary

REPORTS TO: Principal/Director of Counseling

STATUS: 10 Months, Full-time, Exempt

SALARY RANGE: *\$50,484 to \$83,160

PRIMARY PURPOSE: Counsel with students and parents regarding any emotional, social or academic problems.

ESSENTIAL DUTIES/FUNCTIONS:

- Identify problems of students.
- Counsel students one-on-one and in small groups
- Work with teachers and principal to solve problems regarding students or parents.
- Consult with the principal and outside professional resources.
- Counsel parents one-on-one, in groups or by phone.
- Teach guidance classes for K-6 grades.
- Coordinate K-6 testing program (select materials, schedule testing, interpret results).

OTHER DUTIES/FUNCTIONS:

- Plan and implement special events (i.e. Parent Cafe)
- Attend meetings, workshops and school functions
- Assist with Admissions orientation
- Assist with entrance testing of student applicants
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Software Use: Computer skills; photocopier, multi-line push button telephone, Smart Board, iPad, Google docs/calendars/forms, FinalSite, myBackpack
- Work Hours: 7:30 a.m. – 3:00p.m., Monday – Friday. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences may be required.
- Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgement, able to make sound decisions, ability to manage multiple projects simultaneously, show good judgement

- Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to move heavy objects.
- Social Demands: Ability to communicate clearly and effectively with all stakeholders in a friendly and concise way.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Empathic, ability to listen well. Knowledge in areas of psychology, childhood development, parenting skills, behavior modification, and diagnostic education skills. Knowledge in utilizing technology to enhance and support student learning, Strong organizational skills. Ability to work with a variety of people; team player. Ability to motivate others to reach their fullest potential. CPR, First Aid, and AED training is required.
- Education/Training: MA degree in School Counseling or related field from an accredited college or university. Undergraduate degree in education or psychology preferred.
- Experience: Minimum of three (3) years working in an elementary setting preferred.

**The pay rate reflects the range of pay for faculty, which is dependent upon educational degree and years of relevant experience.*