

## Pantego Christian Academy

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Position Title: Elementary and Middle School Counselor  
Date Modified: March 2026  
FLSA Classification: Exempt, Full-time  
Duty Schedule: 10 months  
Department: Counseling  
Reports To: Principals  
Position Purpose: Provides a school counseling program that is preventative in design, flexible in implementation, and supports PCA students in the areas of personal, spiritual, and social development.

### Essential Functions

- Serve as a consultant to educators, administrators, and families for students in grades K-8.
- Develop and maintain a counseling program that supports the academic, social, and spiritual goals of PCA.
- Use the majority of the time to provide direct services to students through preventive and responsive services, including individual student planning, and use the remaining time in development and management, system support, and accountability.
- Utilize responsive counseling, initiating individual and group sessions for students' academic, social, spiritual, and personal concerns.
- Use responsive counseling strategies to establish relationships and collaborate with educators, students, families, and community partners that reflect recognition of and respect for each individual.
- Intervene during crises and participate in the school's Emergency Response Team, if needed.
- Prepare students for the transition to the next level: elementary to middle school, and middle school to high school.
- Assist families in obtaining services for their children through an appropriate referral and follow-up process.
- Assist teachers in understanding their students, including supporting students in crisis and those with special circumstances.
- Use available data, including academic grades, discipline referrals, and attendance data, to identify students in need and to deliver services.
- Manage annual elementary and middle school standardized testing.
- Provide classroom lessons once a quarter per grade, including the following, but not limited to, where appropriate:
  - Organizational, study, and test-taking skills
  - Goal setting and decision-making
  - Bullying prevention and awareness
  - Character education
  - Communication, problem-solving, and conflict resolution
  - Training in understanding self and others, including peer relationships, coping strategies, and effective social skills
  - Multicultural/diversity awareness
  - Other social, emotional, and spiritual topics as necessary
- Actively participate, update, and contribute to the school improvement plan.

- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Conduct effective communication with students, parents/guardians, staff, and the public, in person and via electronic communication devices.
- Perform other duties as assigned.

### **Relationships**

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego Christian Academy.
- Exercise friendliness and consideration, treating students without partiality.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

### **Service**

- Actively promote and participate in school activities.
- Serve in areas deemed necessary by the administration.
- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.

### **Skills and Qualifications**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, and perseverance.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and be loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speak with clear articulation.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.

### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Promote a campus work environment that is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

### **Education and Experience**

- Required: Master's degree in education with an emphasis in guidance and counseling, or related field
- Must maintain certification as required by state law and/or accrediting agency

### **Skills and Qualifications**

- Ability to establish and maintain cooperative and effective relationships and effective communication with all constituents.
- Must have a high level of discernment and wisdom, and the ability to manage confidential information.
- Ability to carry out oral and written directions, speak, read, and write at a level sufficient to fulfill duties to be performed.
- Ability to plan, set priorities, and implement accurate work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Ability to work independently and make decisions in accordance with the Head of School's expectations and established school policies and procedures.
- Ability to interpret school policies and regulations and apply them with good judgment in a variety of procedural matters.
- Demonstrate proficiency with Microsoft Office, RenWeb, and Google applications.
- Possess excellent technology skills and the ability to adapt to new technology.
- Ability to type 60 wpm.
- Ability to operate standard office equipment.
- Knowledge of office methods and practices, including filing, telephone techniques, letter and report writing.
- Satisfactory attendance and punctuality are conditions of employment.

### **Physical Requirements and Work Environment**

- Regularly sit, talk, hear, and visually intercept visitors.
- Be able to occasionally lift to 30 lbs.
- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Turn, bend, reach, and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.
- Maintain professional appearance (as outlined in the Employee Handbook).