



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Counselor

OFFICE/CAMPUS: Counseling/Sagert

REPORTS TO: Director of Counseling

STATUS: 10 month (exempt)

PRIMARY PURPOSE: Provide counseling services (i.e., academic, career, preventive, and guidance) for high school students.

SALARY RANGE: *\$53,000 to \$92,646 **(The pay rate reflects the range of pay for faculty, which is dependent upon educational degree and years of relevant experience.)*

ESSENTIAL DUTIES/FUNCTIONS:

- Provide comprehensive school counseling services such as individual counseling, crisis intervention, and provide spiritual, intellectual, social, emotional, and physical support.
- Organize and lead large and small group guidance sessions and activities.
- Facilitates discussions and consultation with parents, teachers, and administrators regarding special concerns and needs of students.
- Coordinate and assist with review of student requests for accepted accommodations and filing necessary paperwork with Collegeboard and ACT.
- Maintain accurate records when communicating with students, parents and teachers about intervention plans, reasonable accommodations and progress reports.
- Develop guidance units that respond to student needs.
- Coordinate other guidance related services (i.e., testing, advisement, and information sessions).
- Serve as liaison between school, community and other resources to meet the needs of students.
- Monitors academic progress of each student alongside the advisor
- Works closely with advisors, students, families, and faculty in advance of course scheduling
- Devises plans in response to academic or behavioral concerns
- Support the social-emotional development of students using the CASEL program.

- Supporting and leading change by helping to identify, plan for, and lead change to support HBA's mission and values.

OTHER DUTIES/FUNCTIONS:

- Make appropriate referrals and coordinate with external therapists and other specialists.
- Administer and interpret achievement and aptitude tests.
- Maintain student records.
- Contribute to building a supportive and caring climate for students and staff.
- Maintain high level of customer satisfaction by demonstrating active listening, empathy, problem-solving, follow-through and clear communication
- Have an ability to build and strengthen positive relationships among students, parents, and teachers
- Have an ability to exercise excellent judgment and decision making
- Have exemplary organizational skills along with the ability to establish and manage multiple caseloads
- Have excellent oral and written communication skills
- Maintain patience, flexibility and a sense of humor.
- 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 Use: Ability to use current technology available at the school
- Work Hours: 7:30 a.m. – 4:00 p.m., Monday – Friday (8 hours/day). Some weekday after-hours work and some weekend work (e.g. camps, proctoring tests, and admissions) may be required.
- Mental Demands: High attention to detail; ability to handle stressful demands; ability to multi-task.

- Physical Demands: Sit for extended periods of time, climb stairs, carry light loads.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination. Must be an active member of a local Southern Baptist church that is affiliated with the Hawaii Baptist Convention or a church of like faith and practice as determined by the Board of Directors of Hawaii Baptist Academy.
- Skills/Knowledge: Must display good communication skills. Must have skills to do individual and group counseling. Knowledge in areas of psychology and parenting skills. Ability to work with a variety of people as a team player.
- Education/Training: Bachelor’s degree in education or psychology from an accredited university/college. Master degree in School Counseling and Guidance preferred.
- Experience: Teaching/counseling experience preferred.

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