



College and Career Counselor- Job Description

Purpose of Position

The College and Career Counselor fulfills the mission of DMC by leading the school's college and career readiness efforts, guiding students as they discern their calling within a biblical context and cast the vision of vocation as a means of honoring God. Through leadership and individualized guidance, this role helps students align their academic experiences, gifts, and aspirations with postsecondary education and career pathways. The Counselor serves as the primary resource for students and families as they explore options and navigate the decisions and next steps related to life after high school.

Position:

- Full-time
- Salaried, contracted employee (10-month and 1 week)
- Full-time Benefit Eligible / School Year

Reports To: High School Assistant Principal

Direct Reports: None

Qualifications:

- Bachelor's degree required; Master's degree in counseling or another area of education preferred.
- Minimum of 3-5 years of experience in education in a setting or related field with relevant experience in counseling or college admissions strongly preferred.
- Applicable Iowa Teaching or Counseling License preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Exhibits initiative for working with minimal direct supervision.
- Proven ability to work in a leadership role that interacts with diverse groups, including faculty, staff, students, and parents.



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Responsibilities:

Course, College, and Career Advisement

- Manages the college guidance program for high school students.
- Plans and provides events or informational workshops to educate families on the college search and application process.
- Teaches a College and Career Readiness course for all seniors to ensure they are equipped with a resumé, cover letter, and interview skills.
- Counsels students in partnership with their grade-level school counselor to align course selection with their long-term college and career goals.
- Engages in 1:1 meetings with students and families to guide them through a biblically grounded process of vocational discernment, helping students reflect on gifts, interests, and calling as they consider postsecondary pathways.
- Collaborates with the Academics Coordinator as needed to create materials in support of college applicants, including transcripts, references/recommendations, scholarships awards.
- Maintains connections with colleges and admissions representatives, coordinating their visits to DMC, as well as planning the college and career fair on DMC's campus.
- Communicates with students and parents throughout the year on college application, financial aid, scholarship information, and deadlines.

Assessment

- Oversees college readiness testing (PSAT, ACT, AP and aptitude instruments) and provides prep courses as applicable.
- Reviews and analyzes college readiness benchmarks and academic trends, and uses results to partner with High School Leaders and the Counseling department for programmatic improvements.
- Review cognitive/aptitude/achievement tests alongside students to provide guidance in career and calling.
- Tracks trends and changes in college admissions standards.
- Utilizes and trains students on the online college and career planning platform, Maia Learning.

Administration & General Responsibilities

- Manages the dual credit enrollment program and serves as the liaison between higher education dual enrollment partners and DMCS.
- Partners with students on the management of the NCAA and NAIA eligibility portals.
- Assists in the reporting on the post-high school plans of graduates and their achievement data.
- Assists with supervisory duties such as lunch and advisory.
- Collaborates with the Head of High School, Assistant Principal, and other School Counselors to develop the master schedule.
- Attends professional conferences, meetings, and workshops to remain current on college admissions, financial aid, and emerging higher education trends.
- Organizes career and calling speakers, engaging relationships with DMC alum, parents, grandparents, and other constituents.



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Responsibilities for All Counseling Positions

- Ensures the DMC mission drives all counseling program goals, as well as curricular and extracurricular activities.
- Exhibits a love for children and a passion to see each student succeed.
- Integrates a biblical worldview into student interactions that examines God's creation, man's brokenness, the redemption of Christ, and God's future restoration.
- Develops trusting, productive relationships with students in order to create a safe, positive, and productive school environment.
- Possesses knowledge about cognitive, social, and emotional development of children.
- Solicits feedback from students to reflect on and improve the high school college and career program and offerings.
- Engages in ongoing professional growth conversations with the High School Assistant Principal.
- Demonstrates patience, care, and kindness for all children and families.
- Partners with parents through effective, consistent communication.
- Serves as a collaborative, productive team member who participates in professional learning communities, school events, department meetings, and other committee work that enhances the experience for faculty and students at Des Moines Christian School.
- All other duties as assigned.

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