



Job Description

Position Title: College & Career Guidance Counselor

Purpose of Position

The College & Career Guidance Counselor fulfills the mission of Des Moines Christian School playing the critical role of planner, counselor and information liaison between parents, students, teachers and administration in the areas of college and career planning.

Position:

- Full-time
- Salaried, contracted employee
- Full-time Benefit Eligible / School Year

Reports To: High School Principal

Evaluated By: High School Principal

Direct Reports: None

Salary Scale/Pay Grade: Teacher

Qualifications:

- Applicable Iowa License.
- MA/MS in school counseling or related field.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Committed to the mission of DMCS.
- Demonstrated knowledge of biblical counseling procedures, student appraisal and career development
- Ability to obtain or currently holds ACSI Certification.

Professional Profile:

- Proven ability to work in a leadership role that interacts with diverse groups, including faculty, staff, students, and parents.
- Maintains confidentiality.
- Characterized by integrity.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Models Christ-like behavior in word and behavior both in and out of the classroom.

Responsibilities:

Course, College and Career Advisement

- Provides group and individual counseling to students and parents regarding all areas of college guidance, including, but not limited to, college entrance exams and preparation, college search and selection, college research and goal focused high school planning.



- Counsels students regarding educational issues such as course and program selection, class scheduling, dropping and adding classes and college/career planning.
- Creates and submits materials to colleges in support of college applicants, including transcripts, references/recommendations, scholarships awards.
- Maintains connections with colleges and admissions representatives including scheduling college visits to DMCS.
- Collaborates with the Principal to develop the master schedule.
- Collaborates with High School Faculty to develop and maintain community partnerships for work-study programs and internships.
- Collaborates with the Principal to revise/write advisory lesson plans for college and career readiness standards.

Parent Communication

- Plans and conducts workshops for parents and students to discuss post-high school educational plans and options.
- Helps parents and students to understand and utilize the four year plan for career and college planning.
- Conducts college planning, financial aid and scholarship information sessions for high school families.
- Provides student and parent updates throughout the year on college application and scholarship information and deadlines.

Assessment

- Oversees testing programs (PSAT, ACT, AP and aptitude instruments) and provides prep courses as applicable.
- Analyzes data and use results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Tracks trends in admissions and college counseling fields.

Administration & General Responsibilities

- Prepares an annual report on the post high school plans of graduates.
- Manages the dual credit enrollment program and serves as the liaison between higher education dual enrollment partners and DMCS.
- Assists with supervisory duties such as lunch, athletic & extracurricular activities, dances, Advisor, Senior Trip chaperone, etc.
- Serves as a student advisory group leader for spiritual, academic and personal growth and encouragement.