



High School Counselor - Job Description

Purpose of Position

Des Moines Christian High School Counselors are student-focused professionals who fulfill the mission of DMC by guiding students in their academic, personal, social, emotional, and spiritual growth through intentional discipleship. Working closely with faculty, staff, and families, Counselors develop strategic partnerships within the broader DMC community to address the diverse needs of high school students. DMC counselors are a pivotal part of the collaborative efforts to foster a school culture of academic excellence and spiritual growth where learners flourish.

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:

- MA/MS in school counseling or related field required.
- Applicable Iowa License (or is able to obtain for the position)
- 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.

Responsibilities:

Student Support and Counseling

- Collaborates with teachers and parents on early identification and intervention of students' academic and social/emotional needs, working to remove barriers to learning and developing skills and behaviors critical for student development.



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- Upholds a Christ-centered, prayerful approach to all counseling needs, tying counseling programs and services to Biblical principles.
- Oversees the implementation of the advisory curriculum in collaboration with the Assistant Principal and Head of High School, using advisory as a proactive structure for student social-emotional learning, relationship-building, and spiritual formation.
- Works collaboratively with other counselors to develop and implement proactive, mental health and social-emotional systems of support, including small groups and classroom-based instruction, to promote student well-being and resilience.
- Recognizes and responds to student mental health needs and assists students and families seeking additional resources.

Course, College and Career Advisement

- Meets with families in group and individual settings to support the development of a four-year academic plan and provide clarity around academic pathways and requirements.
- Counsels students regarding educational issues using the four-year academic plan, such as course and program selection, class scheduling, dropping and adding classes, and college/career planning.
- Supports the College and Career Counselor in hosting the annual College and Career Fair.

Administration & General Responsibilities

- Collaborates with the Head of High School, Assistant High School Principal, and other School Counselors to develop and maintain the master schedule.
- Builds and manages individual student schedules to ensure alignment with four-year academic plans, graduation requirements, and student goals.
- Assists in the planning and coordination of various senior student events such as senior awards and graduation.
- Assists with supervisory duties such as lunch and advisory.

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 in daily counseling 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 counseling 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.