

Middle School Counselor Job Description

Purpose of Position

Des Moines Christian Middle School Counselors are student-focused professionals who fulfill the mission of Des Moines Christian School by leading a comprehensive counseling program that guides students in their academic, personal, social, emotional, and spiritual growth through intentional discipleship. The Counselor works closely with faculty, staff, and families to implement supports that address the diverse needs of middle 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 months (August - May)
- Full-time Benefit Eligible / School Year

Reports To: Head of Middle School

Qualifications:

- MA/MS in school counseling required or currently working towards this degree.
- Applicable Iowa License or able to obtain one for the position.
- Experience in school counseling 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.

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.

- Recognizes and responds to student mental health needs and assists students and families seeking additional resources.
- 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, resilience, and spiritual formation.
- Provides professional development on identifying and supporting at-risk students.
- Partners with Middle School Leadership in identifying and addressing student behaviors.
- Supports student leadership development opportunities through co-teaching the House Leadership course.

Assessment

- Completes assessments, referrals, and counseling with students and families.
- Assists with department assessments and testing accommodations.
- Completes written reports of student data for the Middle School team (e.g. assessment analysis and behavior analysis).

Administration

- Serves as a member of the Student Support Team and other school-based teams.
- Collaborates with the Head of Middle School, Assistant Middle School Principal, and other School Counselors to develop and maintain the master schedule.
- Builds and manages individual student schedules, ensuring alignment with student support needs.
- Collaborates with the Academics Coordinator to maintain student schedules in the Student Information System.
- Engages in ongoing professional development opportunities.
- Fulfills professional responsibilities established by the school.

Responsibilities for All Counseling Positions

- Ensures the DMC mission drives all counseling program goals, as well as curricular and extracurricular activities.
- Upholds a Christ-centered, prayerful approach to all counseling needs, tying counseling programs and services to Biblical principles.
- 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 the cognitive, social, and emotional development of children.
- Engages in ongoing professional growth conversations with the Head of Middle School.
- 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.