



Job Description

Position Title: Guidance Counselor

Purpose of Position

The Guidance Counselor fulfills the mission of Des Moines Christian School by working with school faculty, staff and students to plan, implement and evaluate a comprehensive developmental guidance and counseling program. This position counsels students to fully develop each student's academic, spiritual, career, personal and social abilities and address the needs of the student population.

Position:

- Full-time
- Salaried, contracted employee - 186 days
- Full-time Benefit Eligible / School Year

Reports To: Middle School Principal
Evaluated By: Middle School Principal
Direct Reports: None
Salary Scale/Pay Grade: Teacher

Qualifications:

- Applicable Iowa License.
- MA/MS in school counseling or related field.
- Born-again Christian.
- 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:

School Guidance

- Collaborate with students, teachers, staff, and administration to direct and provide services and instruction in support of curricular goals.
- Demonstrate expertise in identifying resources and technologies to support teaching and learning; provide teachers with suggestions for effective classroom management.
- Provide direct support services to individual students, small groups, and classrooms using the American School Counselor Association (ASCA) National model.
- Oversee the implementation of advisory curriculum in conjunction with the Principal; revise/write lesson plans as needed for the DMCS community.
- Provides direct service to students in the classroom at least once per week.
- Conduct professional development workshops on identifying at-risk students.

Course and Career Advisement

- Counsel students regarding educational issues such as course and program selection, class scheduling, truancy, behavior, study skills, and college/career planning.
- Collaborate with the Principal to develop the master schedule.
- Assist students in adjusting schedules; dropping and adding classes.
- Develop and maintain family outreach programs and community partnerships for work-study programs and internships.

Assessment

- Analyze data and use results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Complete assessments, referrals, and counseling with students and families.
- Coordinate department assessments and testing accommodations.
- Oversee 504 and IEPs; provide instructional support to teachers in meeting these accommodations plans.

Administration

- Serves as a member of the Building Assistance Team and other school based teams.
- Complete written reports of student data for the Principal (e.g. assessment analysis, attendance analysis and behavior analysis).
- Assist with supervisory duties such as lunch, athletic & extracurricular activities, dances and advisor.
- Perform all other duties as assigned.

Date: _____

Signatures: _____
Guidance Counselor

Principal

Revised 3/2017