

Job Description

Position Title: Middle School Counselor

Purpose of Position

The Middle School 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
- 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 or in pursuit of obtaining MA/MS in school counseling.
- 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 their personal relationship with Jesus Christ.
- Demonstrated knowledge of counseling procedures, trauma informed care, student appraisal and career development.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Proven ability to work in a leadership role with diverse groups, including teachers, students, administrators, and parents.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Uses multiple strategies to deliver instruction that meets the needs of learners.
- Uses a variety of methods to monitor learning.
- Exhibits initiative for working with minimal direct supervision, and demonstrates willingness to assume leadership positions.

Responsibilities:

School Counseling

- Provides a proactive program that engages students and includes leadership advocacy and collaboration with school faculty to help students achieve success.
- 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.
- Upholds a Christ-centered, prayerful approach to all counseling needs, typing counseling programs and services to Biblical principles.
- Demonstrates expertise in identifying resources and technologies to help teachers support the whole child.
- Provides direct support services to individual students, small groups, and classrooms using the American School Counselor Association (ASCA) National model.
- Oversees 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 on a regular basis.
- Recognizes and responds to student mental health needs and assists students and families seeking additional resources.
- Partners with Principal to provide professional development around student social emotional content.

Course and Career Advisement

- Counsels students regarding educational issues such as course and program selection, class scheduling, truancy, behavior, study skills, and college/career planning.
- Collaborates with the Principal to develop the master schedule.

Assessment

- Analyzes data and uses results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Completes assessments, referrals, and counseling with students and families.
- Coordinates department assessments and testing accommodations.
- Provides support to administration and faculty in the implementation of student accommodation plans.

Administration

- Serves as a member of the Building Assistance Team and other school based teams.
- Completes written reports of student data for the Principal (e.g. assessment analysis, attendance analysis and behavior analysis).
- Collaborates with outside educational services regarding student support needs.
- Assists with supervisory duties such as lunch, athletic & extracurricular activities, dances and advisor.
- Performs all other duties as assigned.