



## High School Counselor Position Description

### I. General Information

- **Position Title:** School Counselor, High School
- **Pay:** Salary based on education and years of relevant experience
- **Weekly Work Schedule:** 10 month + 5 extended days- (for student scheduling)
- **Length of Term:** 12 month

### II. Position Summary: The High School Counselor will help all students in the high school to

- Plan their high school schedule and apply academic achievement strategies
- Plan for post-secondary options (higher education, military, work force)
- Manage emotional and spiritual health and apply interpersonal skills

### III. Inter-relationships:

**Responsible to:** High School Principal

**Works Closely with:** Teachers, Students, Principals, Director of Special Education, Academic Advisor

**Other Relationships:** High school support staff, nurses, parents, community resource providers

### IV. Position Responsibilities:

1. Design and implement a school counseling program in alignment with DC's mission, Core Values, Expected Student Outcomes, policies and the Bible (Standard 1)
2. Work with each student to ensure that they have a 4-year academic plan that will enable them to meet their long-term goals and help them re-evaluate and modify that plan during annual graduation requirement progress checks
3. Working with the principal develop the annual HS academic master schedule that best meets the needs of the most students, in alignment with school strategic plans
4. School counselors collaborate and consult with school personnel, parents/guardians, community partners and agencies/organizations to coordinate support for students as needed. (Standard 3)
5. School counselors lead school efforts and advocate for policies and practices that support a Christ centered, nurturing, and positive learning environment for all students (Standard 5)
6. School counselors adhere to the ethical standards of the profession, engage in ongoing professional learning and refine their work through reflection (Standards 6)
7. Provide short-term individual and small group counseling to promote social and mental health and assist with referrals to outside counsellors when more intensive counselling is needed
8. Conduct large group and classroom guidance sessions focusing on study skills, learning strategies, conflict resolution, career and educational planning, as well as state mandated instruction related to safety and mental health, suicide prevention, etc. (Standard 1-2)

9. Provide information and instruction for students and parents on such issues as substance abuse, mental illness and family dysfunction, online safety, academic support, career and educational planning and scholarship searches
10. Plan college and career related events such as career fairs, college fairs, shadowing experiences, etc. to help families make decisions about their college and career paths
11. Provide programs and support to assist students and parents at points of educational transition into and out of high school
12. Work in conjunction with the Director of Special Education to support special needs students in accordance with individualized education plans (IEPs) and/or 504 plans as needed
13. Provide advocacy to students and parents when called upon by the principal in matters related to Student's behavior, mental health, social skills, academic achievement, and related issues
14. Collect necessary data, keep records, and submit reports for services provided as required by the Ohio Department of Education, the United States Department of Education, the HS principal and the DC Head of School (Standard 4)
15. Ensure that DC retains its support of military families and fulfills the requirements to keep the Purple Star school designation
16. All other duties assigned by the HS principal

**V. Evaluation:**

- The High School counselor will be evaluated by the HS principal, based on the DC standards for counselors, which is modeled after the Ohio State Standards for Counselors

**VI. Position Qualifications**

1. Preferred master's degree in school counseling
2. Preferred licensure in school counseling from the state of Ohio
3. Connects well with high school male and female students and understand adolescence and its effect on behavior, emotions, mental health
4. Has a commitment to Christ centered lifestyle as stated in the DC Employee Handbook.
5. Has a Christian education conviction and will support DC philosophy
6. Possesses a sound Philosophy of Christian Education, demonstrates a sound understanding of the Bible, and has proper credentials for ACSI Certification
7. Has a personal relationship with the Lord Jesus Christ
8. Is of outstanding Christian character and witness meeting the qualifications of Titus and I Timothy for spiritual maturity and leadership
9. Ability to interact well with parents and students of all ages and backgrounds as well as with professional peers
10. Demonstrate a commitment to continuous improvement for the program and themselves