



## **FACULTY PERSONNEL POSITION DESCRIPTION**

<b><u>Position:</u></b>	<i>Part-time Guidance Counselor</i>
<b><u>Employment Schedule:</u></b>	<i>School Calendar</i>
<b><u>Evaluation:</u></b>	<i>Annual</i>
<b><u>Reports to:</u></b>	<i>Guidance Counselor</i>
<b><u>Compensation:</u></b>	<i>Hourly</i>

**Summary:** The part-time counselor will be primarily responsible for partnering with parents to support struggling students, assisting with college and career readiness for grades K-12, and helping students set and achieve academic goals. Additional duties include assisting with academic teams and maintaining a safe and confidential environment for students.

### **Responsibilities:**

- Support and Guide Students
  - Provide mental and emotional wellness and behavioral counseling to students
  - Partner with counseling staff in assessing crisis situations, developing and administering risk assessments, developing community mental health partnerships and counseling resources, and providing staff and student training as needed
- Academics
  - Implement College & Career Readiness (CCR) standards and activities
  - Assist with CCR activities and events such as Job shadow, Reality Fair, Career Exploration, etc.
  - Review Academic Progress of students to develop and improve their skill level.
  - Collaborate with principal, teachers, and parents to develop a plan to help students succeed
  - Work in conjunction with Talent and Development department to provide academic support for students
  - Assist students that are transitioning to middle school by executing their orientation activities
  - Partner with counseling staff to find/train tutors to assist students
  - Partner with counseling staff and administration in the development of school master schedule
- Assist with coordinating Academic teams (Spell Bowl, Science Bowl, and M.A.T.H. Teams)
  - Recruit, train and assist coaches
  - Recruit students
  - Coordinate competition logistics (transportation, proctors, etc.)

### **Position Qualifications:**

- Bachelor's degree
- Working knowledge of various counseling models, practices and resource
- Ability to identify and respond to students' needs.
- Must be patient and compassionate.
- Ability to work independently
- Organized and professional demeanor
- Effective written and communication skills.
- Practice Confidentiality
- Ability to communicate effectively in writing and orally with all levels of staff
- Ability to demonstrate excellent interpersonal skills
- Ability to demonstrate proficient computer skills
- Ability to utilize effective problem-solving skills and decision-making skills
- Initiative to run the department
- Ability to prioritize tasks, allocate time and maintain flexibility

**Spiritual Qualifications:**

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to, and personal understanding of, the principles of a Christian education.