



## Prestonwood Christian Academy

## Job Description

Position: **US School Counselor**

Reports to: **Director of Guidance & College Placement**

**Mission:** To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

### **Employee Profile:**

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness.
- The ability to listen and respond to counsel.

### **Primary Purpose**

The mission of the LPC School Counselor position is to help foster the emotional, social, spiritual and academic well-being of each student. In addition to a primary focus on student emotional development and a deepening trust in Christ, the counselor works in conjunction with the Guidance/College Placement Counselors to assist students in thriving in all areas. The counselor strives to empower students through the development of self-advocacy, self-awareness and healthy coping skills all through a Christ-dependent lens.

### **Duties and Responsibilities:**

1. Counseling Focus -

- Direct short-term individual counseling and appropriate follow-through
- Crisis intervention with students and families
- Group counseling
- Consultation with guidance, parents, faculty/staff concerning academic, behavioral, emotional and social issues
- Wellness education for students, parents and faculty/staff
- Referrals to mental health providers and resources
- Confidential coordination of care with outside resources
- Development of social skills
- Development in areas relating to coping skills, test anxiety, perseverance, understanding God's timing
- Assists Head of School and Assistant Head of School in coordinating and implementing PK-12 guidance program.

2. Guidance Program Development -

- Orientation – Program for new families (9th -12th) transitioning to PCA Upper school
- New Student Meetings (9th – 12th)
- Transitional Programming
- Orientation for incoming 9th graders and parents
  - a. Freshman programs
    - Meeting with every freshman during the 9th grade year during first semester
    - Fall Bible course presentations – success planning, four-year planning introduction, Naviance training
    - Introduction to beginning steps of college exploration
    - Facilitate freshman academic success plan meetings and accountability

3. Guidance Office General Responsibilities –

- Assist with student walk-ins
- General office day-to-day

**Qualifications:**

Master's in Counseling or School Counseling

3-5 years in school setting

LPC preferred

**Physical and Environmental Requirements:**

- Sedentary work environment with occasional lifting of up to 10 pounds
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Good vision required (with correction) due to the need for focusing ability and close vision. Color discrimination, peripheral vision and depth perception are also important
- Frequent walking, speaking, hearing and distance vision
- Occasional standing, reaching or stretching, crouching or stooping
- Environment is primarily indoors in an office setting