



TRINITY
CHRISTIAN
SCHOOL

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School Guidance Counselor

Reports to: Dean of Instruction

Essential Job Functions—Accountabilities

Spiritual Leadership

- Ensure that the work environment in the counseling department is biblically-based, nurturing, wholesome, and loving.

Academic Leadership

- Have knowledge of the school's curriculum, standards, and Christian mission.
- Integrate biblical principles and the Christian worldview throughout the counseling department.
- Read current literature in the field of Christian psychology and counseling. Attend seminars, workshops, and college courses to stay abreast of good practices and developments in the counseling field.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the school and in people's lives. Contact emergency personnel or community agencies when appropriate.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

School Counseling Program

- Act as a liaison between teachers, parents, and administrators.
- Consult with and serve as a resource for teachers, staff, and parents regarding the needs of students in the areas of development, health, and wellness.
- Monitor student academic performance, behavior, and attendance; and assist with appropriate interventions.
- Supervise and coordinate the standardized group testing of ability. When requested, interpret standardized test results for faculty, students, and parents.
- Respond to crisis situations, such as altercations, illness/death, and suspected child abuse and mandatory reporting of abuse.
- Maintain career resources, college and scholarship information, parent/guardian resources, teacher resources, and community resources in an effort to meet the needs of the school constituency.
- Assist students with course selections that are appropriate for graduation requirements and career plans. Monitor student credits for graduation.
- Assist students in developing educational plans, including unique opportunities, school-to-career guidance activities, and scholarship information.
- Organize and supervise student testing programs such as the SAT, ACT, PSAT, and advanced placement tests.
- Provide students with college counseling and information about various college programs.
- Assist students with college applications, transcripts, recommendations, and the like.
- Plan and host an annual college night during the school year.
- Refer parents and students to ministry programs, community agencies, or specialists as appropriate.
- Maintain records to document interactions, interventions, and decisions.
- Meet regularly with the school administration in order to provide feedback, discuss program, confer about and pray for individual students, and receive direction.
- Adhere to policies, procedures, and ethical standards of the school counseling profession.

Additional Duties or Responsibilities

It is expected that the school guidance counselor will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Perform any other duties that may be assigned by the administration.