

GUIDANCE COUNSELOR

POSITION OVERVIEW

REPORTS TO: HEAD OF SCHOOL		POSITION PARAMETERS:	
Level:	Exempt, Salaried	Full-Time	40 Hrs. per week
Status:	12 Month Exempt	Rate of Pay:	Based on Qualifications & Experience
EXPECTATIONS		BENEFITS	
Schedule:	7:20 – 4:00	Health, Dental, Vision, as eligible in the Employee Handbook K-12 School Tuition Discount	
Meeting:	Once Per Week 3:30-4:45 p.m.		

SPIRITUAL QUALIFICATIONS

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Is active in a Bible-believing church whose Statement of Faith is consistent with LCS.
- Accept & support Lakeview Christian Schools Statement of Faith, Vision, Mission, and Values.

POSITION SUMMARY

EFFORT (Communication)	pedagogy, professionalism, punctuality	SKILL (Advising)	course, college, career
<ul style="list-style-type: none"> • Promptly attend Grade Level, Department, and Staff meetings, as scheduled. • Engage in on-site, off-site and/or online professional development opportunities as recommended or provided. • Partner with parents/guardians for college or career strategies to maximize student journey towards God's purposeful potential college or career. • Produce regular communications targeting juniors and seniors throughout the school year. • Cultivate mutually beneficial working relationships with college admissions and career services professionals. • Prefer prior knowledge of special education and learning differences • Excellent written and oral communication. • As time allows, meet with students on emotional issues and connect them with other faculty or counselors as needed. 		<ul style="list-style-type: none"> • Provide academic counseling for students 7th – 12th grades. • Develop individual student diploma plans. (Sketch for Jr. High & Prescriptive for Sr. High) • Plans and conducts workshops for parents and students of rising 7th graders and 9th graders to discuss academic plans and options. • Meet with students individually and in groupings to educate and empower them on how to navigate the college process, admissions trends, and individual college options. • Assess the transcripts of transfer students to determine the award of credits and the recommended sequence of classes. • Collaborate with the testing coordinator to ensure specific testing requirements for student graduation is optimal. • Proficient computer skills and ability/willingness to learn LCS specific computer systems. 	
FAITHFULNESS (Services)	consistency, concentricity, collaboration	FRUITFULNESS (Administration)	develop, desire, deliver
<ul style="list-style-type: none"> • Provide academic, social, emotional and spiritual counseling in alignment with vision, mission, and values of LCS. • Provide consultation/conference service for Secondary parents, teacher, and administration. • Administer academic and conduct accountability procedures in collaboration with Athletic Director and Dean of Students. • Maintain accurate files for all students and their diploma plan progression, academic assessment, and special needs testing. • Coordinate school efforts in conjunction with Director of Administration Support with Grant County schools for case conferences and special needs assessments. • Meeting with the students who struggle academically to encourage them; work with the teachers to help them in working with students struggling. 		<ul style="list-style-type: none"> • Develop comprehensive plan to provide communication, services, and advising that cultivate souls, inspire hearts, stretches minds, and equip hands for college or career. • Collaborate with Administration and Admissions to develop secondary school master schedule and faculty assignments. • Develop and interpret extensive summary reports for administration that indicates student's accomplishments and development. • Demonstrated knowledge of biblical counseling procedures, student appraisal, and career development. • Collaborate with Dean of students to produce evidence of students growth and development in our mission-critical criteria; Soul, Heart, Mind, Hands. 	

As well as other duties as assigned related to the position.

QUALIFICATIONS

POSITION QUALIFICATIONS		SKILL SET
Preferred	Plausible	<ul style="list-style-type: none"> • Ability to follow written and/or oral instructions and maintain confidentiality. • Analytical skills with high level of accuracy and attention to detail. • Team oriented willing to collaborate with faculty, staff, and administration to serve students best.
MA/MS in school counseling or related field	B.S. in Related Field	
ACSI Certification in field	Eligible for ACSI Certification in field	
IN State Certification in field	Eligible for IN Emergency Certification in field	

POSITION QUALIFICATIONS		SKILL SET
5 - 7 Yrs. Teaching	1 - 3 Yrs. Teaching Experience	
<ul style="list-style-type: none"> • Pass Indiana State Police background check and complete Protect My Ministry child abuse training and other training as designated by Lakeview Christian School Administration in a timely manner. • Must be a member in good standing of a local evangelical church and able to articulate agreement with LCS statement of faith, vision, mission, and values. 		