



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

**Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.**

While the role of counselor has always been important at Rehoboth, the need seems greater than ever due the societal challenges of the last few years. Our counselors are a crucial part of our support team which includes counselors, a chaplain, a caring teaching staff and an amazing group Special Education and Title 1 staff.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing [adminsec@rcsnm.org](mailto:adminsec@rcsnm.org).

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for considering Rehoboth!

***Bob Jppel***

Executive Director

Rehoboth Christian School



## **Elementary and Middle School Counselor**

### **Position Description**

**Purpose:** The Elementary and Middle School Counselor will be responsible for academic, small group and personal counseling at RCS. The position includes significant leadership opportunities as the counselor collaborates with the Elementary/Middle School Principal. The counselor, in collaboration with the elementary and middle school staff, works to implement the mission, vision, and core beliefs of Rehoboth Christian School.

**Report To:** Elementary/Middle School Principal

**Terms of Employment:** Employed on a 200-day contract with salary and benefits as approved by the Executive Director

#### **Qualifications:**

1. A Personal relationship with Jesus Christ.
2. Committed to Christian education and Rehoboth Christian School.
3. Knowledgeable about academic and personal counseling in the elementary and middle school setting.
4. Have a Masters degree in Counseling (School counseling is preferred). A New Mexico School Counselor license is not required, but is desired.
5. Able to relate well to students from Pre K through 8th grade.
6. Able to help students work through behavior and other issues in a loving way.
7. Able to develop rapport and work well with parents.
8. Skilled in planning and implementing student academic growth plans for struggling students.
9. Able to work well with other staff members.
10. Able to support students with learning needs by working collaboratively with teachers.
11. Able to refer students for counseling support outside of the school setting as necessary.
12. Know or be able to learn New Mexico laws regarding counseling confidentiality and reporting suspected child abuse.
13. Knowledge about conflict mediation.
14. Ability to assist in coordinating Crisis Response/advising on school/student endangerment investigations utilizing appropriate assessments and advise next steps with admin.

#### **Responsibilities:**

1. Academic Scheduling/Counseling
  - a. Build the master schedule with the Principal.

- b. Create student schedules based on the master schedules (middle school).
  - c. Meet with each new student concerning their schedule.
  - d. Balance scheduled class sections as much as is feasible (middle school).
  - e. Maintain weekly progress reports and coordinate after school work time for students with failing grades (middle school).
  - f. Identify students with academic and social needs and help coordinate next steps.
  - g. Oversee students with 504 plans, annually update these plans, and communicate the need for accommodations with teachers.
  - h. Coordinate with classroom teachers and special education program teachers to identify students who need more support and possible diagnostic evaluations.
2. Guidance Counseling (middle school)
- a. Teach the futures class to 8th graders and assist them in developing portfolios.
  - b. Lead an advisory group where you develop deeper relationships with a group of mid school students and assist them in their academic growth, interpersonal growth and spiritual growth.
3. Personal Counseling
- a. Meet with each new student at the beginning of the year talking about their transition.
  - b. Meet with students regarding their personal concerns.
  - c. Assist teachers with student issues in their classroom.
  - d. Refer students with particular high needs (substance abuse, suicide, abuse, psychological issues) to appropriate outside professionals.
  - e. Communicate and meet with families as needed.
  - f. Arrange support systems and support groups for students.
  - g. Keep teachers appropriately informed.
  - h. Utilize the TOOLBOX Social Emotional Learning curriculum adopted by our elementary and facilitate conversations with students and faculty using the common language developed in this program. Connect weekly with elementary classrooms to teach and encourage the use of this program.
  - i. Implement a middle school Social Emotional Learning Curriculum
4. Miscellaneous
- a. Help the school principal identify and resolve student issues, needs and problems.
  - b. Help plan parent nights to give parents different ways of dealing with issues that many students face.



## General Summary of Employee Benefits

**Contract Length** - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

**Salary Range** - Full-time teacher with Bachelor's and Master's, \$32,896 to \$58,166 per year.

**Hourly Pay Range** - From \$12.00 to \$20.00, depending on job and qualifications.

**Insurances** - The school and employee share in the cost of health and other insurances.

**403B** – The school will match up to 5% of contributions.

**Staff Tuition Discount** – Discount of up to \$1,600 per student based on number of contracted hours per year.

### For Teachers:

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break,
- Christmas break, Spring break, & Summer break.

### For Non-Teaching Staff:

**Paid Time Off (PTO)** - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

### Teacher Loan Forgiveness:

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.

### Housing:

Limited staff housing is available for rent on campus

*For full benefit details contact Executive Director, Bob Ippel at [bippel@rcsnm.org](mailto:bippel@rcsnm.org)*