



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.**

We are excited to have some flexibility in terms of our counseling positions. Our current counselor is able to fill either the Elementary/Middle School position or the High School counseling position. 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



## **Position Description High School Counselor**

**Purpose:** The High School Counselor will be responsible for academic and personal counseling at RCHS. The position includes significant leadership opportunities as the counselor collaborates with the High School Principal. The counselor, in collaboration with the High School Staff, works to implement the mission, vision, and core beliefs of Rehoboth Christian School.

**Report To:** High 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 secondary 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.
6. Able to discipline students firmly in a loving way.
7. Able to develop rapport and work well with parents.
8. Skilled in planning and implementing student academic graduation plans.
9. Understand the college admissions and scholarship process and ability to facilitate to process with students and parents
10. Congenial - able to work well with other staff members.
11. Able to support students with learning needs by providing appropriate educational strategies and work collaboratively with teachers.
12. Able to refer students for counseling support outside of the school setting as necessary.

### **Responsibilities:**

1. Academic Scheduling/Counseling
  - a. Build the master schedule with the Principal
  - b. Publicize and gather student course requests
  - c. Create student schedules based on the master schedules and student request
  - d. Meet with each new student concerning their schedule
  - e. Balance scheduled class sections as much as is feasible
2. Counseling

- a. Coordinate Student's four year graduation plans
  - b. Coordinate college representatives visiting our school
  - c. Meet individually with students to discuss student's post-secondary plans
  - d. Publicize ACT testing and assist students as needed to apply
  - e. Assist students as needed with applications for colleges, registering for the ACT, scholarships, recommendations, etc.
  - f. Participate in and arrange several parent nights each year
  - g. Provide FAFSA support for RCS Students and Parents
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.
4. Miscellaneous
- a. Help the school principal identify and resolve student issues, needs and problems
  - b. Coordinate certain testing programs relevant to counseling
  - c. Provide teachers with suggestions for effective classroom management

Updated March 2021



## General Summary of Employee Benefits

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

**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, \$32,897 to \$55,929 per year.

**Hourly Pay Range** - From \$11.50 to \$19.71, 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.