



## Position Description High School Guidance Counselor

**Purpose:** The High School Guidance 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. Guidance 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 guidance counseling
  - c. Provide teachers with suggestions for effective classroom management

UPDATED: 3/20/21