



## **Position Description**

### **Elementary and Middle School Counselor**

**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 counsellor 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 Kindergarten 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.

#### **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.
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.

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