



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.**

The Elementary Middle School Counselor has a critical role in terms of supporting our students and staff. Many Rehoboth students have experienced trauma and require individual support. Meeting the needs of students in group settings to deal with topics such as anger or grief is also necessary. The counselor must have good interpersonal skills as this position interfaces with many students and staff. The counselor works closely with the building principal, the special education director, the chaplain and the high school counselor. Because of the challenging nature of this position, we suggest that candidates have had experience with school counseling or at least experience in dealing with youth who have faced difficult life challenges.

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 your interest,

***Bob Jppel***

Executive Director

Rehoboth Christian School



## **Position Description**

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

**Purpose:** The Elementary and Middle School Counselor will be responsible for small group and personal counseling at RCS. The position includes significant leadership opportunities as the counselor collaborates with the Elementary/Middle School Principal and Student Support Director. 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 and Student Support Director

**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. Able to participate in SAT meetings when appropriate
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. Able to assist in 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).

2. Guidance Counseling (middle school)
  - a. Work with teachers to implement life skills/SEL curriculum.
  - 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.
  - c. 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.
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. Help plan parent nights to give parents different ways of dealing with issues that many students face.
  - c. Help build a positive working environment for the staff.

Updated March, 2024