

Job Description

TITLE: Counselor of Student Growth and Development	SUPERVISOR: Head of School
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OVERVIEW:
The Counselor of Student Growth and Development role provides a multi-tiered system of support for K-8 students in the areas of personal skill development in order for students to reach their whole life potential. A team approach is used in student support, fostering a shared view of academic, cognitive, social, emotional and spiritual perspectives. The Counselor of Student Growth and Development is a visible and active presence throughout the school and in the classroom.

ATTRIBUTES:
<ul style="list-style-type: none"> ● Faith-filled. Strong personal commitment to Jesus Christ. ● Teachable. A learner, open to feedback and direction. ● Organized. Detail-oriented with strong time management skills. ● Positive. A proactive collaborator and team player. ● Innovative. Able to create, problem-solve, and think outside the box. ● Passionate. A heart for teaching the whole child in a personalized environment.

RESPONSIBILITIES:
<p>Counseling Support:</p> <ul style="list-style-type: none"> ● Work collaboratively with staff and student learners to provide proactive and responsive counseling services that encourage students' whole-person growth: academically, socially, emotionally, and spiritually. ● Implement systems related to the Comprehensive Counseling Program <ul style="list-style-type: none"> ○ Provide classroom social and emotional skill building through the lens of GUIDES, our school universal expectations. <p>Mentorship:</p> <ul style="list-style-type: none"> ● Mentor students as well as take lead on providing support/training to other school mentors. ● Identify mentors to connect with students. <p>Student Services Support:</p> <ul style="list-style-type: none"> ● Oversee scheduling and rostering of students in student information system. ● Schoolwide standardized testing facilitation in partnership with Learning Specialist.

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Other Related Expectations:

- Assist with supervision of daily routines such as arrival, dismissal, lunch and recess.
- Model real-life success skills like communication, self-awareness, and decision-making.
- Create a positive and safe environment for students to grow and develop as lifelong learners.
- Effectively collaborate with teachers, leaders and families.
- Develop positive parent-teacher relationships and promote parent-teacher partnerships.
- Participate as needed in activities outside typical school hours; e.g., parent-teacher conferences and special school events committees.

QUALIFICATIONS AND EXPERIENCE:

- Master's or higher degree in school counseling, education, counseling or other related field of study.
- Current state School Counseling Certificate.
- Ability to evaluate students' needs and provide intervention support when needed in partnership with Learning Specialist.
- Data-driven to progress monitor job-related tasks.
- Skills in Google Education Suite and navigating instructional technology.
- Must have the ability to communicate effectively and appropriately with students, parents, and staff.
- Possess strong Christian values and a desire to share God's love with children.

WORK SCHEDULE:

- **Mobility:** The role requires frequent movement around the school campus, including walking and standing for extended periods during the school day.
- **Lifting & Physical Activity:** You may occasionally be required to lift or move objects up to 25 pounds, as well as bend, stoop, and reach while interacting with students and handling materials.
- **Classroom & Outdoor Interaction:** The position involves both indoor and outdoor work, including participation in student activities and events that may require flexibility and stamina.
- **Visual and Fine Motor Skills:** The role requires good visual acuity for tasks such as reading, writing, and using computer systems, as well as fine motor skills for everyday office and classroom activities.
- **Accommodations:** Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the job.

WORK SCHEDULE:

Full-time work schedule Monday through Friday following the 2025-2026 school calendar.