

Elementary School Counselor Job Description

Purpose of Position

The Elementary School Counselor fulfills the mission of Des Moines Christian School by working with faculty, staff, and students to plan, implement, and assess a comprehensive developmental guidance and counseling program. This position is dedicated to supporting students in their academic, spiritual, personal, social, and emotional growth. The Elementary School Counselor addresses the diverse needs of the student population, promoting overall well-being and success.

Position:

- Full-time
- Salaried, contracted employee, 10 months (August - May)
- Full-time Benefit Eligible / School Year

Reports To: Head of Elementary

Qualifications:

- Applicable Iowa License.
- MA/MS in school counseling required or currently working towards this degree.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates consistent spiritual leadership.
- Proven ability to work in a leadership role with diverse groups, including teachers, students, administrators, and parents.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Uses multiple strategies to deliver instruction that meets the needs of learners.
- Uses a variety of methods to monitor learning.
- Exhibits initiative for working with minimal direct supervision, and demonstrates willingness to assume leadership positions.

Responsibilities:

School Guidance

- Collaborates with teachers and parents on early identification and intervention of students' academic and social/emotional needs, working to remove barriers to learning and developing skills and behaviors critical for student development.
- Provides direct support services to individual students, small groups, and classrooms.
- Recognizes and responds to student mental health needs and assists students and families seeking additional resources.
- Demonstrates expertise in identifying resources and technologies to support teaching and learning; provides teachers with suggestions for effective classroom management.
- Conducts professional development workshops on identifying and supporting at-risk students.

Assessment

- Completes assessments, referrals, and counseling with students and families.
- Assists with department assessments and testing accommodations.
- Completes written reports of student data for the Elementary team (e.g. assessment analysis and behavior analysis).

Administration

- Serves as a member of the Student Support Team and other school-based teams.
- Partners with Elementary Leadership to provide professional development around student social-emotional content.
- Engages in ongoing professional development opportunities.
- Fulfills professional responsibilities established by the school.

Responsibilities for All Counseling Positions

- Ensures the DMC mission drives all counseling program goals, as well as curricular and extracurricular activities.
- Upholds a Christ-centered, prayerful approach to all counseling needs, tying counseling programs and services to Biblical principles.
- Exhibits a love for children and a passion to see each student succeed.
- Integrates a biblical worldview in daily counseling that examines God's creation, man's brokenness, the redemption of Christ, and God's future restoration.
- Develops trusting, productive relationships with students in order to create a safe, positive, and productive school environment.
- Possesses knowledge about the cognitive, social, and emotional development of children.
- Engages in ongoing professional growth conversations with the Head of Elementary.
- Demonstrates patience, care, and kindness for all children and families.
- Partners with parents through effective, consistent communication.
- Serves as a collaborative, productive team member who participates in professional learning communities, school events, department meetings, and other committee work that enhances the experience for faculty and students at Des Moines Christian School.
- All other duties as assigned.