



Job Description

Position Title: High School Counselor

Purpose of Position

Des Moines Christian High School Counselors are student focused professionals who fulfill the mission of DMC by leading the support for students' social-emotional well being and college and career readiness. DMC counselors are a pivotal part of the collaborative efforts to foster a school culture of academic excellence and spiritual growth where learners flourish. This position is focused on leading DMC's college and career planning process for students and families.

Position:

- Full-time
- Salaried, contracted employee (10-month)
- Full-time Benefit Eligible / School Year

Reports To: High School Principal
Evaluated By: High School Principal
Direct Reports: None

Qualifications:

- MA/MS in school counseling or related field.
- Applicable Iowa License or holds ACSI Certification (or is able to obtain for the position)
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in his/her relationship with Jesus Christ.
- Experience in college and career planning for high school students is preferred.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Exhibits initiative for working with minimal direct supervision.
- Proven ability to work in a leadership role that interacts with diverse groups, including faculty, staff, students, and parents.

Responsibilities:

Course, College and Career Advisement

- Provides group and individual counseling to students and parents regarding all areas of college guidance, including, but not limited to, college entrance exams and preparation, college search and selection, college research and goal focused high school planning.



- Counsels students regarding educational issues such as course and program selection, class scheduling, dropping and adding classes and college/career planning.
- Collaborates with the Registrar as needed to create materials in support of college applicants, including transcripts, references/recommendations, scholarships awards.
- Maintains connections with colleges and admissions representatives including scheduling college hosted on DMC's campus.
- Develops and oversees DMC's annual college and career fair.

Parent Communication

- Plans and conducts workshops for parents and students to discuss post-high school educational plans and options.
- Helps parents and students to understand and utilize the four year plan for career and college planning.
- Conducts college planning, financial aid and scholarship information sessions for high school families.
- Provides student and parent updates throughout the year on college application and scholarship information and deadlines.

Assessment

- Oversees testing programs (PSAT, ACT, AP and aptitude instruments) and provides prep courses as applicable.
- Analyzes data and uses results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Tracks trends and changes in college admissions standards.

Administration & General Responsibilities

- Manages the dual credit enrollment program and serves as the liaison between higher education dual enrollment partners and DMCS.
- Prepares an annual report on the post high school plans of graduates.
- Assists with supervisory duties such as lunch, athletic & extracurricular activities, dances, Advisor, Senior Trip chaperone, etc.
- Collaborates with the Principal to develop the master schedule.

Responsibilities for All Counseling Positions

- Ensures the DMC mission drives all counseling program goals, as well as curricular and extracurricular activities.
- 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 cognitive, social, and emotional development of children.
- Solicits feedback from students to reflect on and improve the high school counseling program and offerings.
- Engages in ongoing professional growth conversations with the Principal.
- 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.