

Job Description

Position Title: Elementary School Counselor

Purpose of Position

The Elementary School Counselor fulfills the mission of Des Moines Christian School by working with school faculty, staff and students to plan, implement and evaluate a comprehensive developmental guidance and counseling program. This position counsels students to fully develop each student's academic, spiritual, personal and social abilities and address the needs of the student population.

Position:

- Full-time
- Salaried, contracted employee - 185 days
- Full-time Benefit Eligible / School Year

Reports To: Elementary Principal

Evaluated By: Elementary Principal

Direct Reports: None

Qualifications:

- Applicable Iowa License.
- MA/MS in school counseling or currently working towards degree.
- 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 their personal relationship with Jesus Christ.
- Demonstrated knowledge of biblical counseling practices.
- Ability to obtain or currently holds ACSI Certification.

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 students, teachers, staff, and administration to direct and provide services and instruction in support of curricular goals.
- Provides direct support services to individual students, small groups, and classrooms.

- Demonstrates expertise in identifying resources and technologies to support teaching and learning; provides teachers with suggestions for effective classroom management.
- Oversees the implementation of leadership curriculum in conjunction with the Principal.
- Conducts professional development workshops on identifying and supporting at-risk students.

Assessment

- Analyzes data and uses results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Completes assessments, referrals, and counseling with students and families.
- Assists with department assessments and testing accommodations.
- Oversees student accommodation plans and IEPs; provides instructional support to teachers in meeting these accommodations plans.
- Completes written reports of student data for the Principal (e.g. assessment analysis and behavior analysis).

Administration

- Serves as a member of the Building Assistance Team and other school based teams.
- Engages in ongoing professional development opportunities.
- Fulfills professional responsibilities established by the school.
- Performs all other duties as assigned.

Date: _____

Signatures: _____
Elementary School Counselor

Principal