



# Heritage Christian Academy

## Job Description

**Job Title:** Secondary School Guidance Counselor

**Department:** Heritage Christian Academy Secondary School

**Reports to:** Secondary Principal

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

**Primary Purpose:**

Work with school faculty, staff, students, parents and community to plan, implement and evaluate a comprehensive developmental guidance and counseling program. Counsel students to fully develop each student's academic, career, personal and social abilities and address the needs of special population students.

**Qualifications**

**Education/Certification:**

- Master's degree in guidance counseling from an accredited four year university or college
- Valid Texas certification as a Counselor, Special Education Counselor or Career and Technology/Vocational Counselor

**Special Knowledge/Skills:**

- Knowledge of counseling procedures, student appraisal and career development
- Excellent organizational, communication and interpersonal skills
- Ability to instruct students and manage their behavior

**Experience:**

- Two (2) years of classroom teaching in a public or accredited private school system
- Counseling experience at the high school level

**Major Responsibilities and Duties:**

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

**Guidance:**

- Teach campus developmental guidance curriculum consistent with the school's guidance program plan and tailored to secondary campus needs.
- Assist teachers in the teaching of guidance-related curriculum.
- Guide individuals and groups of students to develop educational plans and career awareness.
- Guide students and their families through the college acceptance process.
- Interact with colleges and universities to provide students with relevant information on various college and university choices.
- Work with students and colleges to coordinate college visits

**Scheduling:**

- Work with the secondary principal in the creation and implementation of the secondary master schedule.

**Counseling & Consultation:**

- Provide counseling to students individually or in small groups as needed.
- Consult parents, teachers, administrators and other relevant people to enhance their work with students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Work with school and community personnel to bring together resources for students.

**Assessment:**

- Participate in planning and evaluation of campus standardized testing programs.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students and their parents.
- Maintain confidentiality of student assessment and testing process.

**Program Management:**

- Plan and implement a balanced, school guidance and counseling program to ensure they meet identified needs, priorities, and program objectives.
- Educate school staff, students, parents and community about guidance and counseling program/services.

**Communication:**

- Establish and maintain open channels of communication and professional relationships with students, parents, teachers, principals and other school personnel.
- Use effective communication skills to present information accurately and clearly.

**Professional Growth and Development:**

- Participate in campus staff development programs that improve job-related skills.
- Demonstrate interest and initiative in professional improvement.

**Qualities of Effective Counselors**

- Keep informed of, and comply with state, district, and federal program policies and procedures for classroom teachers, including daily attendance, punctuality and confidentiality.
- Compile, maintain and file all reports, records and other required documents.
- Attend and participate in faculty meetings and serve on committees as required.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
- Daily attendance and punctuality at work are essential functions of the job

**Supervisory Responsibilities:** None

**Equipment Used:** Calculator, computer and peripherals, copier, fax, and other equipment applicable to position

**Mental Demands/Physical Demands:**

- Maintain emotional control under stress; work with frequent interruptions; Frequent walking, standing, stooping and bending. **Occasional:** Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, and more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically. May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others.

**Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).