

Valley Christian School

Guidance Counselor

Reports to Head of School and JH/HS Principal

Job Summary:

The Guidance Counselor has the opportunity and the responsibility of ministering to the students, teachers, and parents in the areas of academic counseling, college preparation, and personal counseling as time allows. The goal of this position is to support Valley Christian School's mission to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

I. Responsibilities:

1. Order, proctor, and oversee all high school testing—PSAT 10, PSAT/NMSQT, ASVAB, ACT, AP, and IOWA assessments. Inform students and parents about dates, practice test websites, resources, etc.
2. Verify that seniors have their required credits necessary for graduation in the spring and, if not, ensure they are taking the classes they need.
3. Assist students in making class schedule choices and drop/add choices according to the graduation requirements.
4. Support 9-12th grade students in college/career preparation process: checking in with them regularly about their plans after high school, encouraging students to be working on putting together a good resume, understanding how to write a good student profile essay, helping them with their college/career applications, exploring scholarship opportunities for them, contact colleges for more information, etc.
5. Connect students with MTDA courses or dual enrollment courses.
6. Organize the fall CAW week and Montana College Fair attendance.
7. Maintain an up-to-date scholarship board including testing dates, FAFSA and other important dates.
8. Send out regular newsletters with college, career, and scholarship opportunities for both seniors and juniors (start in December). Keep parents aware of as many opportunities as possible as well as how-to information for applications.
9. Inform parents about the college process: applications, scholarships, FAFSA, deadlines, resources, etc.
10. Organize military and college recruiter's schedule. Send invitations for recruiters to set up a table in the foyer during lunch hour.
11. Organize the annual Career Day; keep careful records of contacts and presenters.
12. Coordinate with the principal to host informational meetings in the Spring for parents of incoming 7th graders (Soaring Eagles) and 9th graders.
13. Collect and report enrollment data for 9-12th on the OPI AIM Infinite Campus portal.
14. Make sure that all the school's AP classes are approved to be taught for the current year. Keep data current on the College Board website including student data, teacher data, course descriptions, syllabus entry, etc.
15. Make sure that all of the Juniors have at least an ACT/SAT test by the end of their Junior year.

16. Keep careful records of testing over the years so the school has a good record of how students have performed; enter test scores into student profiles in Renweb.
17. Keep up with the current Senior class on what scholarship dollars have been offered them.
18. Email parents and print certificates for quarterly honor roll recipients.
19. Keep an eye on grades and meet with students who are struggling academically. Coordinate necessary parent meetings with the teachers and the principal.
20. Meet with students who struggle with emotional issues and make referrals to other faith-based counselors who could be of further help.
21. Fulfill transcript requests for all past and current students.
22. Follow up with underclassmen who failed classes during the previous year and ensure they make up those required classes.
23. Coordinate with Admissions to receive full transcripts for any new high school student; enter data into Renweb.
24. Attend the beginning of the year In-Service.
25. Attend and participate in morning devotions, staff and faculty in-service meetings, and parent meetings.
26. Maintain open, positive communication with parents, administrators, and peers.
27. Attend all training courses for System Test Coordinators through OPI, ACT, College Board, and IOWA assessments.
28. Be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian education at Valley Christian School.
29. Display maturity and an ability to work with other staff members, parents, and students.
30. Possess administrative skills and servant leadership qualities.
31. Be self-motivated and well organized.
32. Maintain confidentiality regarding all school matters.
33. Perform other duties as assigned by the principal.

II. Requirements:

1. Must agree, sign, and abide by the Ministry of Teaching Document
2. Excellent organization, communication, and leadership skills
3. Required:
 - a. Hold current ACSI certification
 - b. Experience in organizing and maintaining records
4. Highly preferred:
 - a. OPI Licensure/certification
 - b. a bachelor's degree in secondary education or a certification as a school counselor
 - c. 5 or more years of teaching experience
 - d. Experience in a Christian school and commitment to excellence
5. Proficient in Word, Excel, PowerPoint, Online Mail (Outlook, Gmail, etc.), and skilled at the Internet
6. Valid First Aid/CPR card
7. Professional appearance and demeanor to publicly represent VCS at required school functions.

III. Physical Demands:

1. Be able to sit or stand for long stretches of time.
2. Be able to speak and interact with students in a coherent manner.
3. Be able to look at a computer for periods of time.
4. Must be able to lift/carry up to 25 pounds, although 50 pounds is preferable.

IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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