

JOB DESCRIPTION

School Counselor



The School Counselor is committed to honoring Christ by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. The School Counselor ensures that interactions with students, families and staff are Christian-based, nurturing, wholesome and loving.

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Efficiently Build and Maintain Counseling Support

- Assess school-wide needs using formal (data collection/evaluation) and informal (teacher consultation) means
- Plans and facilitates the delivery of social-emotional learning curriculum in both large and small group settings
- Gathers information about students using interview, case history, observational techniques and attending RTI/PLT meetings
- Provides short-term individual and/or group counseling for students regarding school-related concerns
- Collaborates with administrators, teachers, and staff on student needs
- Utilizes evidence-based tools to respond to student safety concerns on-site during school hours and facilitates the referral process
- Provides training to staff regarding counseling issues (confidentiality, mandatory reporting, general psychoeducation, suicide prevention)

Cultivate Positive Relationships with Children and Families

- Develops and maintain rapport with students and parents
- Represents Cherry Hills Christian in a favorable and professional manner
- Provides referrals, parenting resources and psychoeducation to families
- Advocates for the importance of mental health through parent and community communication (Lion's Link, Counselor's Corner, Parent Council)
- Creates opportunities for informal interactions and availability to students as needed
- Ensures accurate and timely response to communication requests
- Respects professional ethics that require confidentiality concerning the sharing of information about children, parents or staff including maintaining confidential documentation of direct counseling services according to the HIPAA standards
- Pray for the children and families you serve

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner

- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion, and a service orientation

Other Administrative Responsibilities

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations
- Understands and implements all building emergency procedures
- Understands supervision and how to lead in a positive manner
- Morning and afternoon carpool supervision
- Supervise student lunch (1 day per week)
- Assist with Middle School Chapel set up and tear down

Demonstrate a Commitment to Growth

- Utilizes educational opportunities and evaluation processes for professional growth
- Attends department and all-staff meetings
- Maintains professional network with outside providers and other school counselors
- Is dedicated to on-going professional development regarding mental health trends and resources

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration and Care.

QUALIFICATIONS

School Counselor



- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- Must be able to pass a criminal background check
- Professional attitude and appearance
- Holds a bachelor's degree from an accredited college or university
- Advanced degree preferred
- Licensed Clinical Mental Health Professional (or registered licensure candidate)
- Experience working in a school setting
- Experience with crisis management
- Comfortable with public speaking

POSITION TYPE: Full-time, Exempt

HOURS PER WEEK: 40. (follows school calendar)

SUPERVISOR: Director of Spiritual Life