



Christian Community School High School Guidance Counselor

Department: Faculty

Reports to: Principal

Position type: Part-time (Position will be hired through the Education Service Center of Northeast Ohio and paid through Auxiliary Funds).

Salary: Based off Certification and Experience

Evaluation: Annually

Purpose: At Christian Community School, the high school guidance counselor is responsible for creating a warm and loving learning environment in which students grades 9-12 begin to discover the gifts and strengths in their life. As students start high school, the guidance counselor helps students identify how God has gifted them for service and how they can use their gifts and strengths in ministry to others after graduation. The guidance counselor oversees PSAT, ACT/SAT, and the college or post graduation job search for juniors and seniors. The guidance counselor also works as the senior advisor and helps coordinator senior events and graduation.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models with a personal relationship with Christ (Luke 6:40).

Qualifications:

1. Credentials which meet requirements for a guidance counselor as established by the Ohio Department of Education.
2. Experience working with students.
3. Possess effective communication and organizational skills
4. Clear background check.
5. Ability to multitask.
6. Excellent ability to work with others.
7. Meet any other requirements from the Educational Service Center (ESC).

Performance Expectations:

1. Meet with students one on one to discuss social, academic, and career goals.

2. Develop long and short term objectives appropriate to the individual needs of each student based upon formal and informal assessments and observations. Conduct career aptitude tests and personality/interest assessments.
3. Set up and maintain a Guidance Department google classroom and navigate students through the workflow.
4. Helps students manage behavior and make appropriate choices.
5. Set up two to three college visits per school year for high school students. College visits should represent public, private, and community colleges. Invite college representatives to present at the school.
6. Oversee the CCP program at CCS. Set up annual meetings and parent/student info sessions.
7. Utilize appropriate assessment, data collection and progress monitoring methods to assess academic and social performance.
8. Communicates regularly with parents and professional staff regarding the educational, social, behavioral, personal, and adaptive needs of students.

Teachers/Administrators must have the following to be employed at CCS and will need to complete the required sub items in the first two years:

Ohio Teaching License or Permanent Non Tax Certification (or Out of State Teaching License)

- ACSI Philosophy of Christian Education Requirements and Bible CEUs in the first two years
- ACSI Certification

Key Skills and Knowledge Requirements

- a. *Relevant work experience.*
- b. *Specific skills*
 - *Familiar with Google Suite*
 - *Good written and spoken English*
 - *Works well with people*
- c. *Understands and agrees with the school statement of Christian faith and moral integrity.*

STAFF NON-DISCRIMINATION STATEMENT

“Employment at Christian Community School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Christian Community School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Christian Community School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.”