

# School Counselor

## Position Information

- **Position Title:** School Counselor
  - **Reports To:** Building Principal
  - **Position Type:** Full-Time or Part-Time | Exempt | 10-Month (paid over 12 months if applicable)
- 

## Position Purpose

The School Counselor at Shepherd Christian School exists to support students' academic success, personal growth, and overall well-being within a Christ-centered educational environment. This role provides guidance, support, and preventative care that helps students navigate challenges, develop healthy habits, and grow in wisdom and character while remaining aligned with the school's mission and values.

The School Counselor understands counseling services as Christian ministry and works in partnership with families, faculty, and administration to support students appropriately, compassionately, and responsibly.

---

## Christian Mission & Lifestyle Expectations

As a ministry of Shepherd Christian School, the School Counselor is expected to model Christlike character and uphold biblical values consistent with the school's mission.

The School Counselor will: - Profess a clear Christian testimony and demonstrate a growing relationship with Jesus Christ. - Live a lifestyle of biblical integrity in speech, actions, and relationships. - Actively attend and support a Bible-believing church. - Support and uphold the school's Statement of Faith, Lifestyle Agreement, and Ethical & Moral Integrity standards. - Model Christian compassion, wisdom, discretion, and grace. - Follow the biblical principles of Matthew 18 when addressing conflict. - View counseling and guidance as ministry contexts and intentionally invest in students' spiritual formation while respecting appropriate professional boundaries.

---

## Scope of Counseling Services

The School Counselor provides guidance, support, and preventative care—not clinical therapy. When student needs exceed the scope of school-based counseling, the Counselor partners with families and administration to recommend appropriate outside resources.

---

## Primary Responsibilities

Student Support & Guidance

- Provide individual and small-group counseling focused on academic support, social skills, decision-making, and student well-being.
- Support students in developing healthy habits, coping skills, and responsible choices.
- Serve as a supportive presence for students navigating stress, conflict, or transitional challenges.

#### Prevention & Education

- Develop and deliver age-appropriate guidance lessons or programming as appropriate.
- Support school-wide initiatives related to character development, well-being, and positive student culture.

#### Collaboration & Communication

- Partner with teachers, administrators, and support staff to address student needs holistically.
- Communicate professionally and appropriately with parents regarding student concerns and support strategies.
- Participate in student support meetings and planning as appropriate.

#### Referral & Resource Coordination

- Identify when students may benefit from outside counseling or therapeutic services.
- Collaborate with families and administration to facilitate referrals to community resources.

#### Documentation & Confidentiality

- Maintain accurate, secure, and confidential records in accordance with school policies.
- Exercise sound judgment regarding confidentiality, mandated reporting, and communication.

#### Professional Responsibilities

- Adhere to all school policies, procedures, and ethical guidelines.
- Demonstrate professionalism in attendance, communication, appearance, and conduct.
- Pursue professional development related to counseling, student well-being, and best practices.

---

### **Key Performance Indicators (KPIs)**

#### Mission & Culture

1. Consistently models Christlike character and supports the spiritual mission of Shepherd Christian School.
2. Demonstrates compassion, discretion, and wisdom in student interactions.

## Student Support Effectiveness

3. Provides timely, appropriate counseling support aligned with student needs.
4. Supports positive student engagement, decision-making, and growth.
5. Helps students develop healthy coping strategies and problem-solving skills.

## Collaboration & Communication

6. Collaborates effectively with faculty, administration, and families.
7. Communicates clearly and professionally while maintaining appropriate confidentiality.

## Scope & Professional Judgment

8. Maintains clear boundaries between school-based counseling and clinical therapy.
9. Identifies and facilitates appropriate referrals to outside resources when needed.

## Documentation & Ethics

10. Maintains accurate, confidential records and complies with ethical expectations.
11. Demonstrates sound judgment in mandated reporting and sensitive situations.

## Professional Growth & Stewardship

12. Pursues ongoing professional development and applies learning to practice.
13. Uses time and resources responsibly to serve student needs.
14. Demonstrates adaptability, reflection, and openness to feedback.
15. Contributes positively to school culture and student support initiatives.

---

---

## Qualifications & Experience

- Bachelor's degree in Counseling, Education, Psychology, or related field required.
- Master's degree and appropriate counseling licensure or certification preferred.
- Experience working with school-aged children or adolescents preferred.

---

---

## Personal & Professional Expectations

- Demonstrates courtesy, integrity, flexibility, gratitude, and perseverance.
- Maintains emotional stability and professionalism under pressure.
- Submits respectfully to school leadership and policies.
- Represents Shepherd Christian School positively to families and the broader community.

---

---

## Disclaimer

This job description reflects the general duties and expectations of the position but is not intended to be an exhaustive list. Shepherd Christian School reserves the right to modify duties and responsibilities as needed to support the mission and operation of the school.