



School Counselor Job Description

Crossroads Christian Academy

Job Goal: The School Counselor counsels students (K3-12) in areas of social and emotional health. Additionally, the School Counselor provides support to students with special educational needs (K3-12).

Line of Authority: The Counselor reports directly to the Director. S/he serves as a member of the Administrative Team and accepts responsibilities as identified by the Director and Principal(s).

General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in the international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.
- Be able to communicate in English and Spanish (preferred)

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions, and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Resolve conflict biblically with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

Special Knowledge/Skills:

- Excellent inter-personal skills, notably in team building and conflict resolution
- Strong ability to integrate a biblical worldview into all duties
- Strong technology and communication skills
- Strong work ethic
- Willingness to work extended hours
- Master's Degree in Psychology/Counseling (preferred)

General Responsibilities:

- Provide entry-level social and emotional counseling and directing students and parents toward off campus counseling assistance when necessary. Help students to understand and deal with social, behavioral, and personal problems.
- Identify, counsel and support students with educational needs.

- Lead and/or participate in parent/student conferences as needed.
- Provide the tools to enhance students' personal, social, and academic growth.
- Provide students with life skills to deal with problems.
- Provide "parent education", student training seminars.
- Lead alcohol, drug, and bullying prevention programs. Other topics addressed are emotion management, digital citizenship, cyberbullying, and child protection.
- Identify abuse and family problems.
- Consult and collaborate with parents, teachers, administrators, and medical professionals.
- Keep informed of and comply with MEDUCA regulations and policies for Counselors.
- Compile, maintain, and file all physical and computerized reports, records, and other documents.
- Serve as a member of the admissions committee. Assist during the evaluation process as needed.
- Participate in departmental and individual meetings with teachers and principal(s).
- Support proctoring MAP tests to students with special educational needs.
- Serve as a member of the disciplinary committee when needed.
- Serve as a member of the accreditation committee.
- Serve as a mentor of new teachers as needed.
- Serve as the Child Protection Officer at the school.
- Serve as a teacher or facilitator as needed and identified by the Director. For example, teach Study Skills class (6th grade) for one quarter.
- Provide training to teachers and staff related to child protection, moral purity, and socio-emotional topics.
- Collaborate closely with the Resource Specialist to provide support to students with special educational needs