



CALVARY
KNIGHTS

TEACHING THE WHOLE CHILD
THE WHOLE TRUTH

College and Career Counselor

Description

The College and Career Counselor is an administrative role and will be responsible for further developing and implementing a high school counseling program that is aligned with the vision and mission of Calvary Christian School. This position will serve as a champion of student success by closely working with 11th and 12th grade students, teachers, parents and principals, providing needed resources and intervention. The counselor will also help students navigate academic, social, and spiritual issues.

- Exemplify and communicate the Christian faith in working with students.
- Oversee the counseling needs of the 11th and 12th grade students - assess, evaluate and refer out to develop treatment goals.
- Facilitate small/large group guidance on current topics.
- Help students understand their giftings and unique personalities and offer insights for their future plans. ▪ Coordinate and oversee the Dual Enrollment and AP programs.
- Provide direct, one-on-one academic counseling.
- Work with the School Counselor and the Department of Teaching and Learning to develop and implement a comprehensive plan to achieve College and Career goals.
- Promote self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of Christian leaders of tomorrow's society.
- Work directly with the 8th-10th grade School Counselor and Director of Teaching and Learning to collaborate and plan.
- Coordinate and facilitate parent conferences with Principal, Discovery School Director, and/or teachers as needed.
- Promote and assist seniors in admission calls, acceptances and recognition, college workshops, and scholarship communication.
- Assist with senior activities, such as senior bios, senior luncheon, etc.
- Coordinate with college admissions counselors for visits.
- Assist the High School Assistant and Headmaster's Assistant in planning and executing graduation. ▪ Provide insight and assist in developing the master schedule and student placement. ▪ Interpret student records, where necessary.
- Recognize and serve as a resource in preventative and responsive services for teachers, administrators, parents/guardians and the community in addressing student concerns.
- Takes responsibility for providing additional counselors for crisis situations.
- Obtain an ACSI Certification in School Counseling.
- Other duties may be assigned during the year as needed.

Qualifications

- Bachelor's degree in General or School Counseling or other related field.
- Minimum 3 years of experience in the area of College and Career Counseling, Ministry, or Education. ▪
- Ability to work well with students, parents, staff and the community.
- Excellent oral, written and interpersonal communication.

▪ **To apply:**

<https://calvaryknights.com/> and scroll to the bottom of the page to *Employment Opportunities*.