



NAMPA CHRISTIAN SCHOOLS

11920 W. Flamingo Ave.

Nampa, ID 83651

(208) 466-8421

Part-Time School Guidance Counselor

General Description

Job summary: Nampa Christian Schools is seeking a certified school counselor for the 2015-2016 academic year.

Reports to: High School Principal.

Evaluated: An annual written evaluation is provided by each principal.

Type of position: This is a part-time, contracted, exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the School Guidance Counselor will ...

- Ensure that the work environment in the counseling department is Christian-based, nurturing, wholesome, and loving.
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the School Guidance Counselor will ...

- Hold a BA/BS/Undergraduate degree from an accredited postsecondary institution.
- Hold an MA degree from an accredited postsecondary institution.
- Hold ACSI certification or be willing to participate in a program to complete the requirements for certification within a specified time period.
- Have knowledge of the school's curriculum, standards, and Christian mission.
- Integrate biblical principles and the Christian worldview throughout the counseling department.
- Proficient knowledge of SAT/ACT testing.
- Proficient knowledge of FAFSA requirements and procedures.
- Read current literature in the field of Christian psychology and counseling. Attend seminars, workshops, and college courses to stay ahead of best practices and developments in the counseling field.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

Required Personal Qualities

It is expected that the School Guidance Counselor will ...

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet with staff regularly to ensure coordination of programs and prompt problem resolution.
- Participate in beginning-of-the-year staff orientation, staff devotionals, staff meetings, and parent/teacher meetings as needed.
- Recognize the need for good public relations, and represent the school in a favorable and professional manner to the school's constituency and general public.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.

- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

School Counseling Program

- Develop and carry out an effective career placement and scholarship seeking program for high school students.
- Develop and maintain a written plan for effective delivery of the school counseling program on the basis of his or her academic training in school counseling, input from the administration and staff and perceived needs of students.
- Communicate the goals of the comprehensive school counseling program to Nampa Christian's staff, parents, and students in appropriate venues such as meetings, newsletters, memos and web pages.
- Conduct orientation activities for new students.
- Act as a liaison between teachers, parents and administrators.
- Consult with and serve as a resource for teachers, staff and parents regarding the needs of students in the areas of development, health and wellness.
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Monitor student, behavior, and attendance; and assist with appropriate interventions.
- In response to the identified needs of individuals and groups of students, conduct individual counseling, crisis intervention, and the formation and facilitation of group counseling sessions.
- Council on various student issues such as poor academic performance, mediation of teacher-student differences, and personal problems and concerns in such areas as family issues, abuse, pregnancy, depression, substance abuse, relationships, and peer-group issues.
- Respond to crisis situations, such as altercations, illness/death, and suspected child abuse and mandatory reporting of abuse.
- Make provision when necessary for the services of a licensed school psychologist, a speech

and hearing therapist, and a registered health nurse. Use additional out-of-school resources to achieve the objectives of the guidance program.

- Be available to students in a variety of settings such as the office, lunchroom, and student commons.
- Work with students on special events-such as spirit week, parties, student council-as time permits.
- Work with the librarians to build, keep current, and make available to parents and staff a limited library of helpful books, periodicals and media. Encourage the reading of these by reviews in school newsletters and by other means.
- Maintain a list of church, community and professional resources for counseling department.
- Be available to counsel with parents as requested or as the need is identified.
- Refer parents and students to ministry programs, community agencies or specialists as appropriate.
- Maintain records to document interactions, interventions and decisions.
- Meet regularly with the school administration in order to provide feedback, discuss program, confer about and pray for individual students and receive direction