



- Title:** Middle School GUIDANCE COUNSELOR
- Reports To:** Middle School Head
- Qualifications:** Bachelor's Degree in Education; Master's Degree in School Counseling; excellent verbal communication skills; impeccable organization and management skills. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Job Description:** The Guidance Counselor assists students in their social, emotional, and academic growth, career skills development and helps students maintain an overall sense of well-being in the school environment. As needed, the Guidance Counselor also provides professional counseling to students.
- Physical Requirements:** Ability to lift boxes and items not exceeding 20 pounds.
- Responsibilities:** The Guidance Counselor is responsible for the following:
- Ministering to students compassionately and sincerely so they may continue to grow in their faith.
 - Accepting the work at Mount Paran Christian School as a personal calling and identify themselves as ministers of the gospel of Jesus Christ.
 - Administer a formal guidance program across all students in the middle school with frequency, consistency, and fidelity. Continually seeks new content and resources to improve the quality of the guidance program.
 - Provides child-centered services through classroom developmental guidance.
 - Coordinates guidance learning activities within the school through consultation with administration and teachers.

- Works with individual students in the solution of personal issues.
related to school, home, family and/or health.
- Conducts group counseling sessions with students in the area of social skills.
- Connects with parents individually and in groups concerning the needs of children.
- Provides instruction in career guidance activities.
- Becomes familiar with the Middle School curriculum.
- Conducts activities to support the goals and mission of MPCS.
- Serves as liaison between school, community, and counseling resources available for children.
- Recommends referral agencies and resources for staff and parents.
- Conducts parenting classes in the area of child development, as well as other areas of determined need.
- Assuming responsibility for supervision of students in out-of-class settings, such as field trips or recess
- Showing support and high esteem for MPCS
- Models appropriate Christian behavior in speech and action.
- Complies with conditions as stated in employee contract and handbook.
- Any other duties, as assigned.