



PROVIDENCE

A C A D E M Y

K-12 ★ Christian ★ College-Prep

Job Title: School Counselor

Reports to: Director of Business Operations

Status: Part-time, during school year

Evaluation: The School Counselor will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

POSITION SUMMARY

The School Counselor will play a vital role in fostering a safe and supportive environment, where students can thrive not just academically, but emotionally and socially as well. They will work with the Director of Business Operations and the Heads of Campuses to ensure support is provided to all students at Providence Academy.

DUTIES & RESPONSIBILITIES

1. Provide counseling to address social and emotional concerns and refer students to behavioral health specialists when appropriate.
2. Assist with scheduling weekly chapel for the Upper Campus.
3. Maintain accurate and confidential records of student's sessions and progress.
4. Communicate effectively with the principal to keep them informed of a student's progress.
5. Develop and implement personalized therapy plans to better student's overall wellbeing.
6. Meet with parents, staff, and students to go over plans towards improvement of student's social, mental, and emotional health.
7. Assist in parental meetings to provide support and guidance on how to best improve growth in students.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

1. Ability to keep confidential information in a professional manner.
2. Desire and ability to work with students of diverse backgrounds and emotional needs.
3. Ability to communicate effectively with students, parents, and school administrators including the ability to discuss topics which may be sensitive.
4. Remain impartial towards each student and situation presented during sessions.
5. Strong understanding of child development and psychological theories.
6. Show empathy, patience, and a genuine desire to support students' well-being.
7. Ability to work collaboratively with a multidisciplinary team.

Required Education and Experience:

1. One year of counseling or teaching experience in a school setting
2. Master's Degree in Counseling
3. Hold licensure as a school counselor in the state of Arkansas or be in progress toward completion
4. Strong organizational and time-management skills
5. Familiarity with education laws and regulations

REQUIRED PERSONAL QUALITIES

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is 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.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.

10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Willingness to notify the President of any policy he/she is unable to support
12. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
13. Possesses a passion for the University-Model School mission/vision.
14. Is a spiritual leader.
15. Has the ability to delegate and follow-up.
16. Is organized and multi-task oriented.
17. Possesses good people skills.
18. Has a servant's heart.
19. Is able to diffuse difficult situations.
20. Is a problem solver.
21. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
22. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
23. Submits to the Head of School's and Board's authority.
24. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
25. Is able to communicate openly and honestly with the President and Board.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

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