

Ankeny Christian Academy High School Guidance Counselor Exempt, Contracted Position

Supervisor: Secondary Principal

Job Summary: The High School Guidance Counselor is a student focused professional who fulfills the mission of ACA by leading the support for students' college and career readiness. This person is pivotal to creating an atmosphere where learning flourishes and our students succeed both academically and spiritually. This position may be required to assist with meetings, screening, scheduling, and planning some evenings and during the summer as available and required.

High School Guidance Counselor Responsibilities and Expectations

Course, College and Career Advisement

- Provides group and individual counseling to students and parents regarding all areas of college guidance, including, but not limited to, college entrance exams and preparation, college search and selection, college research and goal focused high school planning.
- Counsels students regarding educational issues using the four-year plan such as course and program selection, class scheduling, dropping and adding classes and college/career planning.
- Collaborates with administration as needed to create materials in support of college applicants, including transcripts, references/recommendations, scholarships awards.
- Maintains connections with colleges and admissions representatives coordinating their visits to ACA, as well as planning the college and career fair on ACA's campus.
- Communicates with students and parents throughout the year on college applications, financial aid, scholarship information and deadlines.

Assessment

- Oversees testing programs (PSAT, ACT, AP, standardized testing, and aptitude instruments) and provides prep courses as applicable. Organize, monitor, and implement standardized assessments, including staff training and eligibility.
- Analyzes data and uses results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
- Tracks trends and changes in college admissions standards.
- Utilizes the online college and career planning platform.

Administration & General Responsibilities

- Manages the dual credit enrollment program and serves as the liaison between higher education dual enrollment partners and ACA.
- Assists in the preparation of an annual report on the post high school plans of graduates.
- Assists with supervisory duties such as lunch and advisory.
- Collaborates with the Head of High School, School Manager, and Secondary Principals to develop the master schedule annually.
- Work closely with the academic support strategist to provide scheduling support and other assistance to students with learning disabilities.

Manage Student Guidance

- Analyze and update class status of all high school students, determine class rank and GPA for reports, athletics
- Determine and communicate to athletic director the eligibility status for student athletes
- Oversee JMC grade report card and midterm communication
- Assist students in short-term “crisis” situations that may arise during the day.
- Develop a list of area professionals for student/family referrals as longer term counseling needs arise.

Requirements and Qualifications:

- MA/MS in education/school counseling or related field.
- Applicable Iowa License or holds Certification (or is able to obtain for the position)
- Experience in college and career planning for high school students is preferred.
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Candidates will show evidence of a vibrant personal faith in Jesus Christ, a knowledge and comfort in student initiatives, and a commitment to see our Christian academic community flourish in living and learning Biblical truth and application together.
- This person will need to have excellent relational, communicative and administrative skills.

Spiritual Qualifications:

The High School Guidance Counselor accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Guidance Counselor believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Guidance Counselor agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The High School Guidance Counselor agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The High School Guidance Counselor reports to the Secondary Principal. This position will be annually evaluated and approved by the Secondary Principal for continued employment.

**Physical Requirements to Fulfill the
Essential Functions of this Position**
(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICABL E
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs				x
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs				x
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs				x
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QUENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QUENT	DAILY	NOT APPLICABL E
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.