



## POSITION OVERVIEW

**Job Title:** Upper School Counselor

**Campus:** Upper School

**Reports to:** Upper School Director

**Status:** Full-time, 12-month

## Job Description

The primary goal of the School Counseling Department of Norfolk Christian Schools is to remove barriers to learning and provide an atmosphere and environment conducive to the intellectual, physical, spiritual, social, and emotional development of all students. To accomplish these goals, the Upper School School Counselor works under the Upper School Director who will evaluate his/her performance regularly and annually.

## Qualifications

- A personal faith in Christ lived out in Christian character and worldview
- Master's Degree from an approved school counselor education program; or endorsement in school counseling. A comparable amount of training and experience may be substituted for the minimum qualifications. A counselor who has school-based experience and is licensed is preferred.
- Highly skilled in communication and organization and strong interpersonal skills with an advanced understanding of human behavior.
- Knowledge of counseling theories and skills, group dynamics, and small group processes; extensive knowledge of 6-12th child and multicultural development
- Demonstrated working knowledge of the laws concerning student rights and confidentiality, as well as, other state and federal mandates
- Working knowledge of student database systems
- Excellent oral and written communication and human relations skills

## Personal Characteristics

- The utmost integrity and professionalism
- Ability to work with administrators, colleagues, school-based staff, students, parents and community
- Outgoing and relational

*It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.*

## Key Responsibilities

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### A. Personal & Group Counseling

- Oversee the counseling needs of students in 6th through 12th grade..
- Facilitate small/large group guidance lessons.
- Collaborate with and advise teachers on counseling issues, as needed.
- Assist students in conflict resolution.
- Refer students to professional counseling when appropriate.
- Work with the director and teachers towards the resolution of student behavior problems.
- Attend parent conferences, as needed.
- Help each student understand their giftings and unique personalities.
- Manage crisis

### B. Administrative Support

- Assist with building positive culture within the student body and faculty.
- Serve on the Student Support Team and attend all meetings.
- Assist with behavior issues by investigating, communicating, and collaborating with other administrators.
- Partner and communicate with parents to help improve students' mental health and well being.
- Educate parents on social and emotional trends.
- Review and advise parents, teachers and students regarding educational and psychological testing related to academic support.
- Collaborate and communicate with outside resources and community agencies on behalf of NCS students and families.
- Keep the administration apprised of any problems encountered.
- Assist the building director in developing and maintaining an effective educational program.
- Utilize a detailed note taking system.
- Help build an SEL curriculum for Norfolk Christian Schools.
- Provide supervision, management, evaluation, and ongoing support to the Elementary School Counselor.
- Collaborate with and work to provide vertical alignment with the Elementary School Counselor's SEL goals
- Be trained in Threat Assessment Procedures and serve on Threat Assessment Team

**[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)**