



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	Secondary Guidance Counselor
Position Summary:	Develops and maintains a program to the secondary school students which supports their emotional and academic needs.
Position Supervisor:	High School/ Middle School Principal
Position Responsibilities:	<ul style="list-style-type: none"> • Plans and arranges high school testing (PSAT,SAT, CAT, DAT, AP) • Establishes communication with parents and students as follows: Meets with 9th Grade - Parent Meeting (general high school counsel) Meets with 10th Grade - Individual Student Meetings (discussion of testing and progress) Meets with 11th Grade - Individual Parent/Student Meetings (college planning) Meets with 12th Grade – Assist with College Applications • Organizes annual College Planning Seminar or Financial Aid Seminar • Monitors academic deficient students and IEP students • Provides academic progress reports as requested • Provides missing homework information • Monitors credit and graduation requirement status • Provides leadership to National Honor Society • Provides regular parental communication of TCS guidance services • Schedules college representative meetings • Communicates scholarship opportunities with high school students • Attends parent conferences • Maintains testing records • Refers students for counseling • Intercedes for students, teachers, and parents on individual need basis • Serves as the contact person for Child Study Team • Coordinates academic help/tutoring on a as needed basis (peer and professional) • Refers students with emotional needs to family therapist • Monitors academic deficient and Individual Student Plan • Establishes and maintain contact with Timothy Learning Center students and teachers • Identifies Center for Talented Youth students • Meets with student for the purpose of conflict resolution • Work collaboratively with the classroom teachers to develop a quality program of academic assistance that best fits the student’s needs.

Position Qualifications:	<ul style="list-style-type: none">• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God’s Word and standard for daily living.• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.• The teacher must hold a minimum of a Bachelor’s degree and be ACSI certifiable in their related teaching area.• The teacher shall see teaching as a “calling” from God and agree with the school’s philosophy of education and instruction.
---------------------------------	--