



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 Principal
Position Responsibilities:	<ul style="list-style-type: none"> • Plans and arranges high school testing (PSAT, SAT, AP, Achievement Tests) • Establishes communication with parents and students at each grade level to discuss college preparation – emails, phone calls, large group meetings, individual meetings • Assists seniors with college recommendations and applications • Maintains records in SCOIR management system • Sends transcripts to colleges • Communicates scholarship opportunities with high school students • Organizes annual College Planning Seminars and/or Financial Aid Seminars • Schedules college representative meetings • Identifies Center for Talented Youth students • Monitors academic deficient students and IEP students • Provides missing homework and progress report information • Monitors credit and graduation requirement status • Advises students in course selection • Provides leadership to National Honor Society • Provides regular parental communication of TCS guidance services • Organizes parent conferences in November and individual conferences during the year • Maintains testing records • Intercedes for students, teachers, and parents on individual need basis • Serves as the contact person for Child Study Team; attends Child Study Team meetings and program reviews • Work collaboratively with the classroom teachers to develop a quality program of academic assistance that best fits the student's needs. • Coordinates academic help/tutoring on a as needed basis (peer and professional) • Refers students with emotional needs for counseling • Establishes and maintain contact with Timothy Learning Center students and teachers • Meets with student for the purpose of conflict resolution • Provides emotional support and spiritual guidance

**Position
Qualifications:**

- 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.