



WESLEYAN

CHRISTIAN ACADEMY

POSITION TITLE: Elementary & Middle School Guidance Counselor

REPORTS TO: Elementary Principal and Middle School Principal

FLSA STATUS: Exempt

SCHEDULE: Full-time/ 10.5 months

POSITION SUMMARY

The Guidance Counselor will be responsible for further developing and implementing a TK-8 school counseling program that is aligned with the vision and mission of Wesleyan Christian Academy. This position will champion student success by closely working with students, teachers, parents, and principals, providing needed resources and intervention. The counselor will also help students navigate academic, social, spiritual, and cultural issues according to their age and grade. The counselor will do individual student counseling, meet with families and teachers, and organize group seminars. All of this will be done to create an environment where students flourish and complete their grades successfully.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

- Provide consultation and/or conferences to elementary and middle school parents and teachers.
- Provide individual counseling for elementary and middle school students as needed.
- Teach life and social skills lessons in small elementary and middle school groups.
- Make and give referrals to students and families for school and community resources for additional assistance and information.
- Plan parent meetings regarding current social issues.
- Teach guidance lessons in elementary and middle school classrooms regularly.
- Oversee MAP testing, communicate data to principals, and distribute it to teachers as needed.
- Assist in planning professional learning for teachers on current topics that will help teachers with parents and students.
- Prepare a middle school social in the summer for ambassadors and new students.
- Prepare for New Student Night.
- Select/train middle school ambassadors.
- Assist with the leadership team, Duke TIP, and Merriwood retreat.

- Organize academic awards ceremonies.
- Attend elementary SAC meetings.
- Attend middle school grade level meetings and K-12 staff meetings.
- Attend grade-level meetings each week with the middle school.
- Attend elementary, middle, and K-12 faculty meetings.
- Exemplify and communicate the Christian faith when working with students.

POSITION REQUIREMENTS

- Possess and model a growing relationship with Christ: Demonstrate ability to pursue complete devotion to Christ that reflects authenticity. Embody other-centered, servant leadership in all interactions.
- Commit to Wesleyan's mission and vision: Uphold and embody Wesleyan's culture as outlined in our mission statement. Accept and uphold our Statement of Faith.
- Demonstrate the ability to invest in students' spiritual, emotional, and social maturation.
- Collaborate with other faculty and staff to strengthen student performance and support.
- Demonstrate a willingness to learn and utilize the latest technologies for effective learning and communication.
- Demonstrate a history of professional excellence through diligence, organization, and communication skills.
- Willingness to be transparent, teachable, accountable, and pursue the highest academic and spiritual excellence standards.
- Promote and maintain positive communication as needed.
- Promotes the health, safety, and welfare of all students in his/her supervision.

EDUCATION, EXPERIENCE, AND SKILLS QUALIFICATIONS

- Master's degree in counseling preferred.
- State certification.
- Two years of work experience as a counselor, preferred in an academic environment.
- A proven track record demonstrating a genuine concern for the social, emotional, spiritual, and physical well-being of children.
- Experience and knowledge in best practices for school counseling.

FACULTY-SPECIFIC REQUIREMENTS

- Regular Work Schedule: 7:30 – 4:00, Monday–Friday
- A background check, along with a reference check, is required for this position.

MINIMUM PHYSICAL REQUIREMENTS

The physical demands described here represent those an employee must meet to successfully perform the job's essential functions. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. For this position, an employee must be able to:

- Remain in a stationary position for extended periods.
- Use repetitive arm, hand, and finger movements.
- Stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Exercise mobility to promptly move around campus.
- Communicate effectively with students, staff, and parents.
- Lift/carry up to 30 lbs.
- Be outdoors for extended periods year-round.
- Travel locally, including field trips and off-campus activities, as well as nationally as needed.

APPLICATION PROCESS

- Download the Administration and Faculty application from our [Career Opportunities](https://www.wesed.org/about-us/career-opportunities) page at <https://www.wesed.org/about-us/career-opportunities>.
- Use the fillable PDF to digitally complete your application.
- Attach a resume and any other requested documents.
- Submit all application materials to employment@wcatrojans.org.

