



## **Job Description**

### **Academic Counselor**

#### **General Description**

**Job summary:** The School Counselor is responsible for the development and supervision of college and career guidance, working collaboratively with administration, staff, parents, students, and the community. The goal of the academic counseling department is to provide spiritual and academic guidance to help prepare secondary students in grades 7<sup>th</sup>-12<sup>th</sup> to become life-long disciples who are continually growing in the nature and character of Christ, and pursuing God-directed passions in order to impact the world for the Kingdom of God. May include some teaching duties.

**Hired by:** Principal

**Responsible to:** Principal

**Type of position:** Full -Time Exempt; \$55,000-\$68,000 annual salary

**Education:** Bachelor's Degree in School Counseling or related field. Master's Degree and related experience preferred.

#### **Required Spiritual Qualities:**

It is expected that the school counselor will:

1. Acknowledge Christ as Savior and seek to live life as His disciple.
2. Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
3. Believe and actively support the school's statement of faith (attached).
4. Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, spiritual outreach to others and evidence the fruit of the Spirit in dealing with people.
5. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
6. Actively participate in a local Bible-believing church.
7. Demonstrate the spiritual maturity, academic ability and personal leadership qualities to "*train up a child in the way he should go.*"

**Required Personal Qualities:**

It is expected that the School Counselor will:

1. Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
2. Possess proven interpersonal, leadership, people management and communication skills.
3. Have knowledge of office procedures and methods, including those related to organization and social communications skills and proper office etiquette.
4. Have the ability to manage multiple tasks simultaneously and be a self-starter.
5. Possess the ability to listen and respond to counsel and work cooperatively within a team.

**Required Professional Duties:**

It is expected that the School Counselor will:

1. Assist the superintendent and principal in the operation of the academic program at LCS.
2. Maintain a school-based guidance program, which provides direct services to students, staff, parents, and the community.
3. Supervise services to students to include:
  - a. New student registration/testing- organized by the Admissions Coordinator
  - b. Monitor student academic progress
  - c. Test administration – PSAT/ SAT/ Terra Nova 3
  - d. Resource assistance/advanced placement
  - e. Group/individual mentoring
  - f. Student leadership development
  - g. Online classes- SevenStar and Red Comet in coordination with the Admissions Coordinator
4. Supervise services to parents to include:
  - a. Facilitate parent/student relationships
  - b. Communication to parents about academic progress/credits/ graduation requirements in coordination with the Admissions Coordinator
  - c. Communicate and facilitate understanding of testing practices/results
5. Supervise services to teachers to include:
  - a. Communication/coordination of academic activities and events
  - b. Communication and facilitation of student/staff relationships related to counseling duties
6. Supervise activities to include:
  - a. Some student events, ministry and service opportunities in coordination with the Career Advisor and Campus Pastor

**Additional Duties or Responsibilities**

It is expected that the School Counselor will:

1. Represent Liberty Christian School with integrity at home, at work, at church and in the community.
2. Assist the superintendent and principal with other duties as needed.

**General support services in cooperation with the Principal, Admissions Coordinator, and Office Manager:**

- a. New student orientation in cooperation with Administration
- b. Student schedules in coordination with Admissions Coordinator and Office Manager
- c. Graduation requirements guidance
- d. Transcripts/credits
- e. Academic and vocational advising (college fairs/career days etc.)
- f. Test administration – aptitude/ spiritual gifting/motivational gifting
- g. Student awards/scholarships
- h. Connect students to community resources, Running Start, and Tri-Tech
- i. Connect students to online learning platforms
- j. Communication to parents about college and career opportunities
- k. Assist with college/career planning
- l. Facilitate relationships between home and community
- m. Available to students for mental, emotional, spiritual mentoring, and connection to professional support services

### **1. A. DECLARATION OF FAITH**

We believe, and require that succeeding members unqualifiedly affirm:

the inspiration of the Bible (both the Old and New Testaments); the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

This Declaration of Faith shall never be amended, modified, altered, or changed as long as this organization exists.

Source: Liberty Christian School, Constitution, page 2

### **1. B. DOCTRINAL STATEMENT**

The doctrinal statement for Liberty Christian School consists of the following eight statements.

1. We believe in the authority and sufficiency of the Bible, consisting of the 66 books of the Old and New Testaments, as originally written; that it was completely inspired by God, and therefore infallible, inerrant, and it is the final authority in faith and life. (II Tim. 3:16,17; II Peter 1:19-21).
2. We believe there is only one true and living eternal God, an infinite Spirit, the Maker and Ruler of Heaven and earth; inexpressibly holy and worthy of all honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and existing distinct but harmonious offices in the work of redemption. (Ex. 20:2,3; I Cor. 8:6; Rev. 4:11).
3. We believe that the eternal Lord Jesus Christ, begotten of the Holy Spirit, was born of the Virgin Mary and is true God and true man. (Luke 1:26-31,35; John 1:1,14). We believe in the deity of Christ (John 10:33), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that the Holy Spirit is a divine person, equal with God the Father, God the Son, and of the same nature; that in His relation to the unbelieving world He restrains Satan until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth. (John 14:16,17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33).
5. We believe in the reality and personality of Satan, the Devil; that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of fire. (Matt. 4:1-11; II Cor. 4:4; Rev. 20:10).
6. We believe the Biblical account of the creation of the physical universe, angels, and man; that the Genesis account is a literal, historical account of the direct, immediate creative acts of God without

any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Gen. 1:2; Col. 1:16,17; John 1:3).

7. We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's conduct, and therefore are under just condemnation without defense or excuse. (Gen. 3:1-6; Romans 3:10-19; 5:12,19; 1:18,32). Furthermore, all who remain in unbelief are under the curse; and this distinction holds among men both in and after death, in the everlasting conscious suffering of the lost in the Lake of Fire. (Pro. 14:32; Luke 16:25; Matt. 25:41; John 8:21; Rev. 20:14-15).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through Jesus Christ, the Son of God, who voluntarily took upon Himself our nature, yet without sin, and honored the law by His personal obedience, thus qualifying Him to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin. We believe that faith in the Lord Jesus Christ is the only condition of salvation. That in order to be saved, sinners must be born again, which is instantaneous and not a process, and that at the appointed time, the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies to live forever with the Lord. (Jonah 2:9; Eph. 2:8; Acts 15:11; Rom. 3:24-25; John 3:16; Matt. 18:11; Phil. 2:7-8; John 3:3; II Cor. 5:17; I John 5:1)

Source: Liberty Christian School, Constitution, page 3-4

## **2. Liberty Christian School Life-style Statement**

Liberty Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Liberty Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Liberty Christian School Declaration of Faith and Doctrinal Statement expect employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Liberty Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Liberty Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Source: ACSI Personnel Resources, 2009 Edition