



# PHOENIX CHRISTIAN PREPARATORY SCHOOL

ESTABLISHED 1949

<b>Title:</b>	<b>K-12 SEL School Counselor</b>
<b>Reports To:</b>	Head School Guidance Counselor
<b>Position Summary:</b>	The Phoenix Christian SEL Counselor will be responsible for the development and implementation of a system of social, emotional, and mental wellness supports and resources that include promotion, prevention, early-intervention, and treatment strategies and programs. They will focus on providing opportunities and resources for students to learn the soft skills that humans acquire as they learn to interact with one another in appropriate and respectful ways.
<b>Education:</b>	Masters degree in Education or other applicable field is required LPCC Certification is preferred
<b>Compensation &amp; Hours:</b>	Full-Time; 10 month position Compensation: \$55,000 annual salary
<b>Evaluation:</b>	Annually by Head School Counselor

## Required Personal Qualities

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Meets everyday stress with emotional stability, objectivity, and optimism.

- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that agrees with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the ethnic and socioeconomic diversity of the Phoenix Christian community.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

#### **Experience & Skills:**

- 3+ years of prior counseling experience is required.
- Experience specific to the school setting is preferred.
- Previous experience in a K-12 Christian education setting preferred.
- Previous experience in training K-12 faculty and staff on student SE management and development preferred.
- Ability to think critically, work collaboratively, respect confidentiality, and use data to make informed decisions in the best interest of the student, family, and school.
- Exceptional interpersonal, verbal, written, and presentation skills.
- Highly organized with an ability to manage a range of objectives and to execute multiple objectives concurrently.
- Ability to keep and maintain confidential records that include student visits, needs and support services.

#### **Essential Functions, Duties, and Responsibilities:**

- Use evidence-based, biblically integrated, and trauma-informed curriculum and resources when delivering interventions to enhance social/emotional development.
- Develop and implement a crisis team and plan to clearly communicate who and what steps and actions need to be taken in case of a campus crisis (death of a student, staff, or parent; suicide; school shooting follow-up; etc.)
- Provide initial student assessment in cases of suicidal thoughts, actions or communication, self-harm, depression, anxiety, and other social or emotional situations.
- Collaborate with community partners in supporting students and families with resources for healthy social emotional development.
- Able to refer a student to appropriate outside counseling partners when the student needs exceed the scope of the school counselor role and ability.

- Collaborate with classroom teachers to provide school counseling lessons to all students through direct instruction, team-teaching or providing lesson plans for learning activities or units in classrooms aimed at social/ emotional development.
- This position should be able to lead small groups or lunch sessions that help students learn and practice key social/emotional skills that may be lacking. These groups should support students by providing spaces for students to practice important soft skills like friendship making, boundaries, and appropriate physical and emotional responses to difficult or challenging personal events.
- Proactively develop appropriate relationships with students.
- Ability to work with K-12 students who are experiencing difficult emotions, behaviors, or situations and able to provide those students with timely and relevant support.
- Able to provide guidance and assistance to school leaders regarding how to care for students who are experiencing challenging or difficult emotions, behaviors, or situations.
- Identify and employ appropriate appraisal methods for individual and group interventions that support K–12 students’ social/emotional development.
- Available to be on call during the school day to support students as needed.
- Planning and/or promoting programs which enhance the social or emotional growth of students.
- Provide counseling to individuals and small groups relative to their concerns and needs.
- Facilitate parent seminars that provide parents the practical tools to manage or support their student’s social and emotional needs.
- Develop and implement Mandatory Reporting training for teachers and staff.
- Other, as assigned by the Head Guidance Counselor

## **LIVING CURRICULUM ESSENTIALS**



Understanding  
Patient  
Loving  
Fair  
Compassionate  
Calming  
Forgiving  
Thoughtful  
Personable  
Hospitable



Determined  
Persevere  
Ambitious  
Resourceful  
Hard Worker  
Grit  
Mission Minded  
Invested  
Disciplined  
Dedicated



Visionary  
Innovative  
Wisdom  
Intelligent  
Knowledgeable  
Detailed  
Excellence  
Inspirational  
Confident  
Strategic



Enthusiastic  
Optimistic  
Bold  
Joyful  
Friendly  
Passionate  
Encourager  
Hospitable  
Welcoming  
Respond vs React



Conviction Orientated  
Christ Centered  
Selfless  
Genuine  
Humble  
Sacrificial  
Consistent  
Supportive  
Loyal  
Willing