



PHOENIX CHRISTIAN PREPARATORY SCHOOL
Job Description

Title: Head School Counselor

Reports To: School Principal

General Responsibilities: The school counselor provides comprehensive, developmental programs for all students 6-12. The counselor structures activities to meet the needs of the students in the areas of academics, social development, spiritual, and career/college; consults with teachers, staff, and parents to enhance their effectiveness in helping students; oversees and administers high school and middle school scheduling process; and works in harmony with school staff to promote the counseling program.

Education: Master's Degree in Education, School Counseling Experience Preferred.

Contracted By: School Board for one year

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.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
- Recognizes the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- 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 is in agreement with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.
- Places his/her ministry ahead of other jobs or volunteer activities.
- Appreciates and understands the diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
- 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.

Job Description:

The Head School Counselor provides leadership and oversight of the Guidance Counseling Department while delivering a comprehensive, developmental counseling program that supports students academically, socially, spiritually, and in career and college readiness. The Head School Counselor works collaboratively with administrators, faculty, staff, students, and families to ensure effective systems, accurate records, and mission-aligned student support. Job responsibilities include but are not limited to the following:

Counseling Office Leadership & Oversight

- In collaboration with school administration, provide strategic leadership for the Counseling Office, establishing a clear vision, goals, and services that align with the mission and values of Phoenix Christian Preparatory School.
- Oversee the daily operations of the Counseling Office, ensuring effective, mission-aligned service delivery to students and families.
- Supervise, mentor, and develop Counseling Office staff through goal setting, professional growth planning, and ongoing support.
- Conduct annual performance reviews and evaluations of counseling staff in alignment with school policies and expectations.
- Oversee staff schedules, time sheets, and time-off requests to ensure appropriate coverage during designated Counseling Office hours.
- Serve as the primary point of contact between the Counseling Office and other campus offices and departments to promote clear communication, collaboration, and coordinated student support.
- Partner with faculty and administrators to deliver classroom guidance, integrate counseling services into the academic program, and support holistic student development.
- Represent the Counseling Office in leadership meetings, committees, and school initiatives, providing relevant updates, insights, and recommendations to support informed decision-making.

Other Responsibilities

- Provide academic advisement for 9th and 10th grade students, including the development of four-year academic plans, credit checks, and ongoing monitoring of student progress toward graduation.
- Maintain accurate student records in collaboration with administration and the Registrar, including GPA, credits earned, testing data, and graduation requirements.
- Serve as a student advocate by collaborating with faculty, staff, and administrators to address academic, social, and spiritual concerns impacting student well-being and success.
- Oversee and coordinate school-wide assessment programs, including NWEA MAP Growth, PSAT, AP, and other standardized testing; manages scheduling, rosters, training of proctors, troubleshooting, data collection, and communication of results to stakeholders.
- Coordinate the Advanced Placement (AP) testing program, including registration, payment collection, teacher record maintenance, proctoring, and compliance with College Board requirements.
- Oversee the Dual Credit program, including coordination with partnering institutions, teacher approvals, documentation, renewals, grade submission, and student records.
- Coordinate summer school programming, including vendor evaluation, contracts, student registration, course offerings, and communication with families.
- Lead future course planning by annually updating the Course Description Book, maintaining course offerings and prerequisites in the FACTS LMS, and collaborating with administration on master scheduling.

- Plan and coordinate major school counseling events and programs, including Future Freshman Night, Freshman Orientation, Honors Ceremony, Parent/Teacher Conferences, and other academic planning events.
- Facilitate the use of college and career readiness tools (such as SchoolLinks), including personality and career inventories for underclassmen.
- Provide academic monitoring and intervention support for struggling students and communicates relevant data to teachers, students, and parents.
- Consult with teachers, staff, and parents to support student development and assist families in addressing school-related concerns.
- Refer students with critical needs, in consultation with parents and administration, to appropriate community resources.
- Demonstrate professional conduct and pursues continued professional growth aligned with best practices in school counseling and the mission and philosophy of Phoenix Christian Preparatory School.