



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	HIGH SCHOOL GUIDANCE COUNSELOR
Reports to:	High School Principal
Hours:	Full time, School Calendar
Exempt/Non-Exempt:	Exempt
Salary/Hourly:	Salaried Contract Indexed to teachers' salary scale
Benefits:	As offered per personnel policies
Position Category:	Office & Administrative Support
Position Calendar:	School Schedule, with additional hours in the summer per HS Principal's requests.

Qualifications Required:

1. Loyal and supportive of The Potter's House mission.
2. A personal relationship with Jesus Christ and strong commitment to the Christian education.
3. Current Teaching Certificate with a master's degree in School Counseling.
4. Friendly, outgoing personality with a desire to work with a variety of people.
5. Flexible.
6. Loyal and supportive of authority.

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers daily
2. Assist students transitioning to High School.
 - a. Meet with MS Staff.
 - b. Meet with 8th grade in a classroom setting.
 - c. Meet with 8th graders individually.
 - d. Contact new students through their family.
 - e. Plan and organize the New Student Welcome Night.
3. Plan and organize Parent Meetings.
 - a. Meet with upcoming seniors and their families during the spring of students' junior year.
 - b. Meet with current seniors and their families during HS Information Night.
 - c. Meet with current juniors and their families during HS Information Night.
4. Prepare Grade Level Lessons
 - a. 9th Grade
 - 1) Collegeboard Accounts
 - 2) Transcripts, Grading and GPA
 - 3) Grit/Growth Mindset
 - 4) 4 Roads to a College Degree
 - 5) Responsible Digital Use
 - 6) Pornography Prevention
 - 7) Career Unit (4 days)
 - b. 10th Grade
 - 1) KC/TC Unit (2 days)

- c. 11th Grade
 - 1) Choosing the Right Fit (College Choice/Postsecondary Training) Unit
 - 2) Career Choice Unit
- d. 12th Grade
 - 1) Transcript Review
 - 2) College Month (applications and FAFSA)
 - 3) Scholarships
 - 4) Diversity
 - 5) Porn Prevention
 - 6) Post High School Safety
 - 7) Peer Letter Writing
 - 8) Graduation Ready Checklist + End of the Year Timeline
 - 9) Decision Day Prep
- 5. Make Presentations to Staff (i.e. mandated reporting, teen development)
- 6. Set up Official Accommodation Plan Meetings.
 - a. Restorative meeting with students with academic or social emotional struggles.
 - 1) Students may be referred through staff or may seek out meetings for themselves.
 - 2) Crisis counseling and referrals.
 - b. College/Career Meetings
 - 1) Individualized Senior Meetings
 - 2) Introduce all students to KC/TC
 - 3) Participate in visits to companies.
 - 4) Possible Career or Volunteer Fairs
 - 5) Testing Interpretation
 - 6) Support Seminar 11
 - c. Celebratory Meetings
 - 1) Decision Day
 - 2) Awards Ceremony
 - d. Logistics Meetings
 - 1) Scheduling—master, teacher, and students
 - e. Collaboration/Consultation Meetings
 - 1) Student Support Team
 - 2) Consultation Staff Meetings
 - 3) Transition students back to classroom after absences
 - 4) Bridge possible gaps between students and teachers.
 - 5) Accommodate plans for students with temporary OHI
 - 6) Be available for Keep It Real
 - 7) Teacher check ins
 - f. Professional Development Meetings
 - 1) Maintain Certification or Licensure for School Counselors.
 - g. Communication Meetings
 - 1) Continue to Develop Best Practices for routine and consistent communication to inform students and parents.