

CSAGH

Christian School Association of Greater Harrisburg



www.harrisburgchristian.com



www.westshorechristian.org

Guidance Counselor

Reports To: School Principal

Status: Part-time, salaried

General Job Description: The Guidance Counselor is responsible to build a strong career counseling program for the high school students with their future academic and career goals. They also assist students with college requirement questions, letters of recommendation, transcript requests and teaches an 8th grade career counseling class. The Guidance Counselor also manages the dual enrollment program which allows high school students to earn college level credits.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Bachelor's or Master's Degree in Education and School Counseling Preferred
- Displays strong interpersonal skills, written and verbal communication skills, and organizational and management skills
- Fosters optimum employee/employer relationships
- Demonstrates integrity in leadership style and decision-making
- Willing to engage in professional development training as needed
- High degree of skill with Microsoft Office Suite

Duties and Responsibilities:

Guidance

- Help students develop post-secondary educational plans in accordance with their interests, abilities and career plans
- Instruct individuals in career development techniques such as job search and application strategies, resume writing, and interview skills
- Review transcripts to ensure that students meet graduation or college entrance requirements and write letters of recommendation
- Establish contacts with employers to create internship and employment opportunities for students

- Inform families about college scholarships that they can apply for that are offered by colleges and universities
- Provides students with sources of information relating to vocational/technical, career, college, military, and other work avenues
- Manage ordering and proctoring of PSATs and AP tests, conduct AP audits and organize accommodations for standardized testing
- Provide FAFSA and financial aid/scholarship help when needed
- Teaching a careers course to the 8th grade class
- Organize the spring College and Career Fair

Dual Enrollment

- Provide resources and advice regarding college classes that are available
- Help students with questions regarding the college registration process
- Refer students to the Pennsylvania database to ensure the academic integrity of the courses, also determine if college credits will transfer as general education courses or in a college they are interested in attending after graduation
- Maintain professional relationships with local college registrars
- Coordinate registration, invoices and transcript requests for college classes that are provided on the high school campus

Abilities:

- Maintain confidentiality with sensitive information
- Ability to work with a wide range of student personalities and backgrounds
- Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information
- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality and monitors own work to ensure quality
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly

Other Duties:

- Special projects as assigned by supervisor