



Fort Myers, FL

Mission Statement

Evangelical Christian School's mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors the Lord Jesus Christ and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.

**JOB DESCRIPTION
LOWER SCHOOL GUIDANCE COUNSELOR**

Job Title: Lower School Guidance Counselor
Department: Lower School
FLSA Status: Exempt
Employment Status: Full-Time
Reports to: Lower School Principal and Assistant Principal

Purpose:

The Lower School Guidance Counselor must be a fully committed Christian, committed to Christian education, growing in the fear of God and the knowledge of our Lord Jesus Christ. The counselor helps students attain an optimum level of personal, social, behavioral, academic, and spiritual growth and development.

Essential Duties and Responsibilities for the Lower School Guidance Counselor include the following:

- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students
- Communicate effectively with all students, parents, faculty, administration, and staff
- Reach to change productively and handle other tasks as assigned
- Provide individual counseling and group guidance to help students cope effectively regarding personal, social, academic, and family and behavioral concerns
- Update and maintain confidential student documentation
- Conduct student behavioral and academic progress checks
- Identify students with special behavioral and academic needs while making appropriate recommendations and referrals
- Arrange counseling initiated by a teacher, administrator, student or parent
- Order and assist with all testing materials (Star and Olsat)
- Oversee the administering of standardized tests in the Lower School
- Interpret standardized test results for parents when needed
- Assist in identifying and referring at-risk students for educational evaluation, remediation and/or for alternative placement



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- Attend and assist school events such as musical programs, student recognition ceremonies, graduation, open houses, etc.
- Lead differentiated, academic, behavioral, and classroom management workshops to help teachers implement new strategies that will assist in helping both academic and behavioral needs of students
- In emergency situations where the Lower School is not able to locate a substitute, the counselor would help cover a class as needed
- Other duties as assigned by the Lower School Principal or Assistant Principal

Job Requirements:

Education and Training Requirements

- Personal faith in Jesus Christ and a commitment to the mission of Evangelical Christian School
- Active in a local Bible believing church
- Be in agreement with the school's Statement of Faith and Christian philosophy of education
- Must be a Christian who demonstrates the fruit of the Holy Spirit as stated in Galatians 5:22, and should not be ashamed to share their faith in Jesus Christ with others
- Master's Degree or Bachelor's Degree willing to obtain a Master's Degree within a 3-year period from an accredited institution
- Must have at least 5 years accredited teaching experience
- Must be eligible to be certified by the Florida Association of Christian Colleges and Schools (FACCS) or willing to complete certification
- Excellent communication skills, written, and verbal
- Strong organizational skills
- Outstanding work ethic, self-directed, motivated, and a life-long learner
- Must abide by the school employee handbook
- Ability to interact not only at the executive level but also with all levels of constituents
- Must be flexible and willing to do the multi-tasking that this job requires
- Ability to work independently and prioritize
- Oversees the Library and all Book Fairs



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Technical Requirements

- Must possess the ability to read, write, speak and respond effectively to situations
- Must have computer experience and be willing to learn RenWeb, Internet, Canvas, Pages, Keynote, Numbers, and Email
- Must be willing to keep up with the changes that are involved with today's technology
- Must demonstrate excellent skills to verbalize policies and procedures

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a role that requires standing and/or walking as needed during the school day

Schedule

This position is a full-time, salaried, exempt, At Will position. Most of the hours required to work are from 7:30 am to 4:00 pm, Monday through Friday, based on an eleven month calendar year. However, this position requires flexibility to stay late and arrive early or work weekends during peak times or special events.

I understand this Job Description and will fulfill the job at an At Will Status.

Employee

Date