



MIAMI UNION ADVENTIST ACADEMY

Job Description of School Counselor

School Counselors Direct Supervisor:

The Vice Principal

School Counselor Job Overview:

The school counselor should have good communication, problem-solving, and conflict-resolution skills that are anchored in strong Christian principles. The counselor should work well with students and their parents to provide support for the health and well-being of the family. To ensure the academic success of the students, the school counselor should work on assessments and progress monitoring instruments for the students from K- 12th grades.

School Counselor Responsibilities:

- Be approachable - practice empathic listening to the needs of faculty, students, and parents
- Conduct individual Christian counseling and pro-social skills group sessions having at its foundational Christian principles
- Mediates conflict resolution
- Advise and implement with the teachers and individual academic plans for students having academic issues
- Coordinate and facilitate norm and/or criterion-referenced exams for admission purposes, and for the development of an individual educational plan for success
- Provide supportive counseling to increase student motivation and to strive for excellence
- Establish and maintain relationships within the churches and school communities to encourage collaboration, meaningful and relevant support to the school
- Address crisis issues in the school and provide referrals to the appropriate agencies for students to surmount their challenges
- Develop and implement methods for students to mentor students primarily through a Peer Counseling Program
- Assist seniors in their transition into the adult world by helping with college applications, completing scholarship applications, and involvement in life-skills training ex. Money management and time management

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School Counselor Responsibilities: (Cont'd)

- Create a forum for social and relational issues to be discussed and understood within the Biblical context; thus, providing a spiritual atmosphere for good decision-making
- Improve parent/teacher relationships, maintaining a strong relationship with parents and school.
- Coordinate and facilitate college tours
- Coordinate events that build self-esteem, encourage career planning and promote a healthy emotional intelligence
- Work with academic boards such as the College Board for SAT exams to enrich the quality of the academic offerings at the school
- Provide professional development opportunities for teachers to hone their craft

School Counselor's Qualifications:

- Master's Degree in School Counseling or a related field
- ESE certification
- A minimum of two years experience as a counselor in an academic environment
- Good communication skills
- Detail-oriented with excellent organizational, and time-management skills.
- Remarkable Christian professionalism and a strong work ethic