

# Capistrano Valley Christian Schools

## Job Description

**Title: Junior High & High School Academic Counselor**

**Type of Employment: Exempt**

**Reports to: JH & HS Principal**

### **Essentials of Job Requirements/Functions:**

- Employee is a Christian who fully supports the Statement of Faith of CVCS and performs in such a way as to uphold the schools philosophy, policies, and procedures.
- The employee is an active church member in good standing at a local evangelical Christian church.
- Assists students, faculty/staff, administration and parents of the junior high and high school and other areas on campus as needed.

### **Detailed job Duties**

- Maintains highest level of confidentiality with regards to student/family records and information.
- Develops master course schedule for junior high and high school.
- Meets with Principal weekly.
- Meets with all “new” junior high and high school students and their families for course scheduling and develop a “4-year plan”.
- Meets with 9<sup>th</sup> – 12<sup>th</sup> grade students annually to review their “4-year plan” and check status of such.
- Conducts an information meeting with CVCS’ 8<sup>th</sup> grade students in order to educate them about the academics of our high school.
- Provides continuous education and information to students regarding:
  - their current graduation status,
  - their post-high school planning – researching college/university possibilities,
  - their college application process,
  - financial aid and Cal Grant information,
  - standardized testing and its meaning and importance.
- Assists students in their post high school decisions.
- Posts information regarding colleges, financial aid and scholarship opportunities.
- Verifies and signs student transcripts.
- Notifies families of necessary and important information through school web site and Eagle Eye articles.
- Coordinates and conducts parent/student meetings to inform and educate them of college planning, college admission requirements, college application, financial aid process, and interpretation of standardized test scores (PSAT/NMSQT/SAT-10/SAT, ACT, AP, etc.).
- Coordinates and oversees the junior high and high school standardized testing programs:
  - PSAT/NMSQT/SAT-10/AP
- Analyzes standardized test results, identifying strength and weaknesses, and provide reports/recommendations to Principal.
- Schedules and conducts student/parent/teacher meetings when necessary or by request to review and/or evaluate student progress.

- Keep students/parents informed when student's academics fall below minimal standards.
- Monitors and signs deficiency notices.
- Processes grades, progress reports, and report cards every 4 ½ weeks:
  - Prepares and prints student grade reports,
  - Prepares teacher verification sheets for teacher approval,
  - Monitors student grades at every 4 ½ week grading period,
  - Informs personnel and students of extra-curricular ineligibility when necessary.
- Works in conjunction with the International Student Director on student academic issues.
- Updates grades, transcripts, and student data base in Blackbaud.
- Produces/mails/issues student transcripts upon request – keeps accurate records of such.
- Interacts with teachers and/or parents to track students' academic issues.
- Maintains the University of California approved course list and updates annually.
- Writes correspondence to parents documenting discussions with students and/or families (regarding academics and/or disciplinary issues).
- Maintains accurate academic records of students and creates & processes reports of such when required:
  - Enters and updates student academic and disciplinary records when necessary.
- Assists and participates in the High School Graduation Ceremony.
- Assists in record keeping for ISP/Home school.
- Assist where needed in special organized events such as:
  - Student registration, teacher orientation, back-to-school night, open house, academic awards assemblies and senior breakfast (some are evening events that attendance is required).
- Attends seminars and workshops in order to keep current on professional growth.
- Answers and places calls using the intercom system.
- Other tasks as requested.

#### Minimum educational requirements:

- College graduate

#### Physical Requirements:

- Position requires prolonged sitting with occasional standing, bending, stooping and stretching. Position requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other typical office equipment. Position requires a normal range of hearing and vision to record, prepare, and communicate appropriate reports. Position requires occasional lifting of up to 50 lbs.

#### Typical Mental Requirements:

- Employee must be able to give, receive and analyze information, prepare written materials, and input and export information into and out of a computer. Employee must understand people and effectively communicate with them, answering questions in a professional and friendly manner. The position requires public contact and excellent interpersonal skills. The employee must be able to make effective decisions in the supervisor's absence.

#### Equipment Skill Set:

- Employee must be able to efficiently operate a desktop and laptop computer and other typical office machines such as copier, fax machine and the like.
  - Be able to operate a PC using such functions as MS Word, Publisher, and MS Excel.
  - Employee must be able to learn and understand school used software (Blackbaud and FA Web/Net Classroom) within a reasonable amount of time.

#### Working conditions:

- Employee works in a typical office setting sharing office space. In a school setting, the employee must be able to multitask, as student, parent, and faculty needs frequently need immediate attention during a typical school day. Employee may periodically be asked and required to work after normal working hours (evenings and/or weekends).
- Employee must, during work hours, always be vigilant as a supervisor of children.
- The employee must always be a positive role model and positive representative of CVCS to everyone in their presence.