



Norfolk Christian Schools Elementary School Counselor Job Description

It is the Mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's Ambassadors in the world.

In keeping with the above mission, the mission of the School Counseling Department of Norfolk Christian Schools is to remove barriers to learning and provide an atmosphere and environment conducive to the intellectual, physical, spiritual, social, and emotional development of all students. To accomplish these goals, the Elementary School Counselor works under the School Counseling Director who evaluates his/her performance regularly and annually.

Knowledge Skills & Abilities

This individual will be highly skilled in communication and organization and have strong interpersonal skills with an advanced understanding of human behavior. Knowledge of counseling theories and skills, group dynamics, and small group processes; extensive knowledge of K-5 child and multicultural development; demonstrates working knowledge of the laws concerning student rights and confidentiality, as well as, other state and federal mandates; working knowledge of student database systems; excellent oral and written communication and human relations skills; ability to work with administrators, colleagues, school based staff, students, parents and community. This individual must possess and demonstrate integrity and professionalism. A valid driver's license is required for multi-campus travel.

Education & Experience

Master's Degree from an approved school counselor education program; or endorsement in school counseling. A comparable amount of training and experience may be substituted for the minimum qualifications. A counselor that has school based experience is preferred.

General Responsibilities

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

A. Personal & Group Counseling

1. Oversee the counseling needs of the students.
2. Facilitate small/large group guidance lessons.
3. Collaborate with and advise teachers on counseling issues, as needed.

4. Assist students in conflict resolution.
5. Refer students to professional counseling when appropriate.
6. Work with the director and teachers towards the resolution of student behavior problems.
7. Attend parent conferences as needed.
8. Help each student understand their giftings and unique personalities.
9. Manage crisis.

B. Administrative Support

1. Assist with building positive culture within the student body and faculty.
2. Serve on the Student Support Team and attend all meetings.
3. Assist with behavior issues by investigating, communicating, and collaborating with other administrators.
4. Partner and communicate with parents to help improve students' mental health and well being.
5. Educate parents of social and emotional trends.
6. Review and advise parents, teachers and students regarding educational and psychological testing related to academic support.
7. Collaborate and communicate with outside resources and community agencies on behalf of NCS students and families.
8. Keep the administration and School Counseling Director apprised of any problems encountered.
9. Assist the building director in developing and maintaining an effective educational program.
10. Utilize a detailed note taking system.
11. Help build an SEL curriculum for Norfolk Christian Schools.