

## ***CPCS Academic Counselor Position Description***

Cedar Park Christian School is seeking an Academic Counselor with a Biblical worldview, to join our Counseling Office team.

This position serves grades 6-12, and is a 10 month position (approximately). CPCS - Bothell serves approximately 850 students at the secondary level. This position would oversee a student population of about 400-450 students (fluctuates annually). CPCS - Bothell requests a minimum 2 year commitment.

***Position Start Date:*** May 1, 2025

***Position 25-26 Contract Dates:*** August 18, 2025 - June 19, 2026

(While this position is designed to operate within (approximately) a 10 month contract, it may be necessary to extend the working timeline by a couple days to complete the work necessary for the position.)

***Compensation:*** \$50,000+ depending on education and experience

### ***Essential Requirements***

- Bachelor's degree in Education or related field from an accredited college or university
- Masters degree in School Counseling, Education or similar, preferred
- 3+ years working with secondary students as a counselor, teacher or mentor
- Strong written and verbal communication skills
- Demonstrated ability to stay organized and meet deadlines in a fast-paced, multi-tasking environment
- Motivated self-starter who has the ability to manage changing priorities

### ***Responsibilities/Duties***

- Provide individual, group and family support with regards to student learning and academic needs, course placement, social-emotional challenges, and college and career planning
- Work to build relationships and connections with students, parents and colleagues in person, via email and in group settings
- Orient students via one-on-one meetings and class visits on the school's course availability and request process, diploma pathways, use of Naviance and varied learning and co-curricular opportunities
- Assist students in coping constructively with the demands of the educational environment and advise students on academic, personal and spiritual concerns
- Coordinate school standardized testing procedures (PSAT and AP Tests) and assist students in evaluating their aptitudes and abilities as requested
- Act as liaison between parents, teachers, students, and outside agencies whenever assistance is appropriate

- Work with families, teachers and staff members to familiarize them with the range of student services offered on campus and refer students for assessment when appropriate
- Assist in preparation of school master schedule and creation of semester schedules
- Oversee and update course catalog and assist in facilitating new courses
- Maintain cumulative student files, monitor student academic progress and manage transition of students from one grade level to another
- Confer with students, parents and administrators concerning the progress, questions and/or challenges of students and provide written documentation in various forms for this purpose
- Evaluate student credit attainment and counsel students and parents on credit requirements and student needs
- Coordinate college rep visits and local college campus tours
- Prepare seasonal newsletters, monthly bulletin board updates and regular email communication to students and families with Counseling Office related information
- Take an active role in promoting programs, policies, and systems which will improve the educational climate within the school
- Train and supervise Administrative Assistants and TAs working in the Counseling Office
- Attend staff devotions, meetings, orientations, workshops, open houses, conferences and other professional meetings as deemed necessary - occasional evening commitment required