



# IMANI CHRISTIAN ACADEMY

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## GUIDANCE COUNSELOR

### Reporting:

The Guidance Counselor reports directly to the Dean of Students. The Guidance Counselor will collaborate with the College Career Advisor and the RenWeb Coordinator.

### Job Description

The Guidance Counselor will:

1. Manage the day-to-day operations of NIA (Student Counseling and Advising Office).
2. Prepare an agenda and reports for a weekly meeting with the Dean.
3. Develop and improve a NIA Operations Manual succinctly setting forth NIA's goals, how they are to be achieved, and how the department is to function.
4. Develop, manage and maintain strategic partnerships essential to the effective operations of NIA, including, but not limited to, partnerships with NEED, CCAC Dual Enrollment Program, third party Counseling Services, Children, Youth and Families, etc.

### Psycho Social Counseling

The Guidance Counselor will:

1. Provide counseling to identified students with significant mental health and behavioral challenges.
2. Will maintain student files specifying the student's primary concern, the goal and articulating the actions to be taken by the student and monitored.
3. Make and process requests for psychological or behavioral evaluations to be conducted by third parties.
4. Make referrals connecting students with third party providers of mental health services.
5. Develop and monitor the implementation of student IEP's.
6. When necessary and appropriate, discuss with teachers concerns relative to individual students.
7. Conduct large group interventions when deemed appropriate.
8. Identify, calendar and coordinate student volunteer opportunities and track volunteer hours.
9. Attend SSI Meetings

### Teaching Responsibilities

The Guidance Counselor will:

1. Provide large group social counseling. (Approximately 2-3weeks)
2. Collaborate with College Career Counselor.



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## **Mentoring and Advising**

The Guidance Counselor will:

1. Serve as a student advisor.
2. Will maintain student files specifying the primary concern, the goal and articulating the actions to be taken by the student and monitored.

## **Admissions and Enrollment**

The Guidance Counselor will:

1. Review IEP of all prospective students providing an opinion as to whether Imani can or cannot meet a student's stated needs.
2. Request and respond to requests for student records.

## **Collaboration**

The Guidance Counselor will collaborate with other members of the Student Services Department with respect to events such as, Senior Parent Nights, Community Service Opportunities, Field Trips, Graduation, and specified projects.

A project lead will be identified for each collaborative event.

## **Other Duties as Assigned**

The Guidance Counselor may be asked to perform additional duties as assigned.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

Candidates are expected to uphold the values of Imani Christian Academy.

Qualified candidates must possess a:

- B.A./B.S. Degree in Education or related field
- Classroom Experience (preferred)

## **CERTIFICATION**

- Pennsylvania Education Specialist I Certificate for Elementary and Secondary School Counselor

## **ADDITIONAL REQUIRED LEGAL DOCUMENTS**

- Current Act 34 Clearance
- Act 151 Child Abuse Statement
- FBI Criminal Background Check and Fingerprinting Clearance/Act 7



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### How to apply:

Interested and qualified applicants should send:

- Letter of interest
- Resume
- PA Counseling certification
- Personal Statement of Christian Faith/ Experience (1 paragraph)
- Two letters of reference
  - One preferably from a Pastor attesting to their Christian character
  - One attesting to the individual's standing in the community