



Guidance Counselor

Statesville Christian School seeks a full-time guidance counselor with a biblical worldview for the 2024-2025 school year. Primary responsibilities include providing college and career guidance to high school students, social-emotional support to K-12 students, and testing coordinator. Preference is given to candidates with a counseling degree and experience working in a school setting. Teaching experience and a track record of working with kids and teens is also strongly desired. Candidates should have knowledge of trends in college admissions and standardized testing.

General College Guidance Responsibilities

- Provide college and career counsel to high school students
 - Meet one on one with juniors and seniors to discuss college / career plans
 - Provide career and strength assessments to help students become more aware of areas in which they are gifted
 - Provide guidance in writing college essays
 - Ensure that students take the class load required for admission into their desired college
 - Write recommendation letters for seniors and assist staff if needed
- Train students and teachers on SCOIR and be the administrator for the site
- Issue transcripts and track distribution
- Develop and maintain relationships with college admission reps
- Schedule college rep visits
- Attend professional development opportunities to ensure SCS is knowledgeable of current regulations and trends
- Maintain membership in NCAIS and/or other guidance counselor professional associations and attend trainings
- Make students aware of college fair opportunities
- Develop relationships with CFNC rep and distribute CFNC information
- Meet with parents / students to discuss college plans and high school schedule
- Help students with ACT / SAT prep and registration
- Apply for SAT / ACT fee waiver for low income students
- Maintain historical records for AP, ACT, SAT, and PSAT test scores for SCS
- Maintain and update school profile on CommonApp and NCISAA and submit student materials
- Update college guidance information on SCS website
- Inform students of summer opportunities and recommend students when possible
- Make students aware of option of taking CLEP test, and help students schedule the test
- Maintain records for seniors (college attending, scholarship money received, etc.)



Testing Coordinator

AP Coordinator

Standardized Testing Coordinator

- SAT/ACT, PSAT/PACT, IOWA, etc.
- Order tests
- Organize materials, testing rooms, and proctor
- Ensure proctors complete training
- Oversee test day procedures
- Collect and submit testing materials
- Analyze and distribute test results

Scholarships

- Nominate and submit school nominee to Morehead and Levine Scholarship
- Nominate and submit school nominees for ACSI Distinguished High School Award
- Nominate and submit school nominee for DAR Award
- Help students research and apply for scholarships

NCAA Eligibility

- Maintain SCS profile on NCAA website
- Submit course descriptions to website
- Submit transcripts to NCAA website for athletes
- Talk with college coaches about GPA, course offerings, and student performance

Update School Profile

- Ensure information is correct and update outdated information yearly
- Distribute to colleges

General Social/Emotional Support for Students K-12

- Take the lead to ensure the well being of students
- Provide Biblical counsel to assist students with personal issues
- Refer students and families to outside resources for support

Other Duties as assigned by the administration.

Guidance counselor position reports to the Upper School Principal. This is an 11-month position with some summer responsibilities.