

# **Columbia Academy**

## **Job Description**

### **School Counselor (K-8)**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** SCHOOL COUNSELOR (K-8)

**REPORTS TO:** LOWER SCHOOL PRINCIPAL

**PAYROLL STATUS:** SALARY EXEMPT, FULL-TIME, TEN MONTH

**TYPICAL HOURS:** 7:30 – 3:30

### **PURPOSE AND SCOPE OF THE POSITION**

The School Counselor is dedicated to nurturing the well-being of the student body, helping students align their personal growth with their academic journey. Through character education and supportive guidance, the Counselor helps students navigate life's complexities while encouraging a life of integrity and service. This role is essential in equipping students with the empathy and foundational skills needed to face challenges with confidence and a commitment to their faith.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

- Serve as a Christian role model for students and their families both on and off campus, integrating biblical principles into the counseling process.
- Develop and lead a character education program for Jr.K. and Kindergarten during weekly rotations, teaching foundational traits such as the Golden Rule, manners, and honesty.
- Coordinate and oversee the Lower School (1st–6th) “Caught Being Good” incentive program; this includes conducting regular classroom visits, providing teachers with character-building resources, and managing a school-wide system of positive reinforcement to encourage biblical conduct.
- Facilitate the nationally recognized Olweus Bullying Prevention Program (Bulldogs United) for grades 3rd–8th to ensure a safe, respectful, and inclusive environment.
- Provide holistic individual and small group counseling for students facing learning, physical, social, spiritual, and emotional challenges.
- Manage and maintain a “Quiet Room,” providing a sanctuary for students and staff to decompress with relaxation tools.
- Act as a liaison between the school, parents, and community mental health professionals to provide comprehensive care.
- Facilitate the transition of students between grades, specifically assisting 6th and 7th graders with Upper School transition planning and academic advising.
- Maintain accurate, confidential, and up-to-date permanent student record folders in compliance with school policy.
- Lead faculty professional development regarding character education, socio-emotional health, and student wellness.
- Maintain familiarity with the TN State Board of Education School Counseling Model & Standards Policy for professional reference.

- Participate in the development and review of the school's crisis management plan, ensuring counseling-related protocols are integrated and staff understand procedures.
- Provide crisis intervention services, offering immediate emotional support, risk assessment, and appropriate referrals for K-12 students.
- Serve as an active member of the school's crisis response and safety teams during emergencies, coordinating support and implementing response procedures.
- Assist in post-crisis recovery, including debriefing, short-term counseling, and referrals to community resources for K-12 students and staff.
- Perform other related duties as assigned by the principal.

**KEY COMPETENCIES** The ideal School Counselor shall:

- Have earned a Master's Degree in Education, School Counseling, or a related field.
- Have significant experience in an educational setting, counseling, student services, or ministry leadership (K-8 experience preferred).
- Hold a valid School Counseling certification as required by the State of Tennessee.
- Feel comfortable working in a collaborative team environment and leading multi-age character programs.

The School Counselor must demonstrate the following skills:

- Deep commitment to the spiritual formation of children and young adults.
- Excellent interpersonal skills, including effective written and verbal communication.
- Strong active listening skills and proven professional decision-making ability.
- Ability to demonstrate sound judgment and maintain high levels of confidentiality.
- Working knowledge of K-8 curriculum, developmental stages, and school processes.

The School Counselor must demonstrate the following personal attributes:

- Fully committed to his/her Christian faith in belief and practice.
- A member in good standing of a local church of Christ.
- High level of integrity and excellent moral character.
- Compassionate, empathetic, and approachable demeanor with students and parents.
- Sound work ethic and a dedicated spirit of servanthood.

**WORKING CONDITIONS** The School Counselor will spend time in a variety of settings, including office-based counseling, classroom instruction, and collaborative staff meetings. The position requires the ability to sit for periods of time using computers, as well as significant periods of standing and walking during classroom visits and campus duties. The counselor must be prepared to interact with a wide variety of people regarding sensitive emotional and spiritual issues.