



James Island Christian School

James Island Christian School Job Description – Guidance Counselor

Job Summary:

The Guidance Counselor is a critical support position that provides services to students, parents and staff regarding school curriculum and individual student planning. The person in this position will be tasked with developing an advisement program that prepares students academically and emotionally for success in college and encourages students to discover God's calling on their lives. This position reports directly to the Head of School.

Qualifications:

Bachelor's Degree or higher, Certified by the state of South Carolina, and/or Association of Christian Schools International (ACSI), or eligible for certification. A minimum of three years of experience in this field is preferred.

Spiritual Qualifications:

An administrator at James Island Christian School is a professed believer in Jesus Christ. He/she believes that the Bible is God's Word and the standard for daily living. The JICS administrator is equipped with spiritual maturity, academic ability, and leadership qualities to nurture and grow students spiritually, academically, physically, and emotionally for life and eternity. All JICS employees must be in direct alignment with the school's mission, philosophy, and statements of belief.

Key Responsibilities:

- Administer career interest inventories to target grade levels to establish post-secondary goals.
- Provide information and skills to parents and staff to assist them in helping students in academics, career, and social development.
- Assist with parent conferences on an as needed basis.
- Maintain and advertise college placement list, acceptances, and scholarship amounts.

- Maintain accurate academic records to ensure student adherence to JICS and South Carolina graduation requirements.
- Work with the Registrar in maintaining transcripts and GPAs for high school students.
- Maintain accurate records for the SC scholarships.
- Verify senior diplomas and graduation requirements.
- Assist seniors with college applications and placement.
- Coordinate senior class events and outings.
- Assist with graduation ceremony and festivities.
- Write recommendations for seniors for college placement and monitor applications and admission status.
- Work closely with grade eight students and parents in developing an Individual Graduation Plan.
- Coordinate Section 504 requests/accommodation plans for upper school students.
- Review academic records and recommend appropriate grade / course placement for students.
- Assist with course registration and advisement for grades 8–11.
- Revise and maintain the Course Description Guide and College Handbook.
- Register and develop course schedules for all new students, grades 9 – 12.
- Work closely with the Registrar to transcribe Carnegie credits.
- Assist with student testing (6-12) --- MAP, PSAT, PreACT.
- Serve as the AP Coordinator, including AP test administration.
- Disaggregate test data for reporting purposes.
- Update and maintain yearly SAT, ACT, PSAT, PreACT, and AP statistics.
- Coordinate Dual Enrollment
- Maintain accurate academic records to ensure student adherence to JICS and South Carolina requirements.
- Maintain transcripts and GPAs for all high school students.