



# Bayshore

## CHRISTIAN SCHOOL

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### School Guidance/College Counselor

<b>12-Month Employee:</b>	Salary
<b>School Year Hours:</b>	7:30am-4:00pm
<b>Summer Hours:</b>	To be Determined
<b>Direct Report:</b>	Head of School

### Job Description:

Bayshore Christian School, a K-12 independent Christian school, is seeking a dedicated and compassionate Guidance and College Counselor. This role supports students in their academic, personal, social, and spiritual development while guiding high school students and their families through the college admission process. The ideal candidate will demonstrate a strong commitment to the school's Christian mission and values and have a passion for empowering students to achieve their God-given potential.

### Key Responsibilities:

#### Guidance Counseling (K – 12)

- **Academic Support**
  - Assist students in setting and achieving academic goals.
  - Collaborate with teachers and administrators to monitor student progress and provide intervention as needed.
- **Personal and Social Development**
  - Provide individual and group counseling to address students' personal and social and emotional challenges.
  - Foster a positive and supportive school environment by promoting character development and Biblical values.
- **Parental Engagement:**
  - Communicate regularly with parents/guardians regarding student well-being, progress, and concerns.
  - Host workshops or seminars on relevant topics such as parenting, mental health, and spiritual growth.

#### College Counseling (Grades 9 – 12)

- **College Admission Guidance**

- Guide students and families through the college exploration, applications, and decision-making processes.
- Provide resources for identifying colleges and universities that align with student's academic, personal and spiritual goals.
- **Application Process:**
  - Assist with essay writing, interview preparation, and the completion of college and scholarship applications
  - Write individualized letters of recommendation reflecting students' achievements, character, and contributions.
- **Standardized Testing:**
  - Coordinate and administer standardized tests (e.g. PSAT, ACT, AP exams).
  - Help students interpret test results and create action plans for improvement.
- **Career Planning:**
  - Provide resources and guidance on career exploration and vocational opportunities.
  - Encourage students to consider how their faith can guide their future career paths.
- **Administrative Duties:**
  - Maintain detailed and confidential records for all students
  - Stay informed of trends and changes in college admissions and secondary education.
  - Develop and deliver presentations for students, families and staff on relevant topics.

## **Live the Biblical Characteristics of Professional Excellence of Bayshore Christian School**

### **Minimum Qualifications/Training and Experience**

- The administrator has a minimum of a bachelor's degree in Counseling, Education, Psychology, or related field (Master's degree preferred)
- Preferred minimum of three years of experience in school counseling or college advising, preferably in an independent or Christian school setting.
- Strong knowledge of college admissions process, financial aid, and scholarship opportunities.
- Exceptional interpersonal, communication, and organizational skills.
- Commitment to integrating Christian faith into counseling practices.
- Proficiency in relevant counseling software and tools.

**Professional Behavior:**

The administrator is an evangelical, born-again Christian.

The administrator will regularly attend an evangelical, Christian church for spiritual growth.

The administrator will adhere to Bayshore Christian School's Faculty and Staff Handbook.

**Mission and Vision:**

The philosophy of Bayshore Christian School underlies the development and maintenance of the school's entire program. This philosophy encapsulates our motto, vision, mission, and core values.

**MOTTO**

"We are Bayshore: Scholars, Leaders, Faith Warriors"

**VISION**

Shaping young people in Christ to make an impact in the world.

**MISSION**

Bayshore Christian School challenges, develops, and empowers students for leadership by following the example of Jesus to "grow in wisdom, stature, and in favor with God and man."

Luke 2:52

**Statement of Faith**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the Statement of Faith accurately represents the teachings of the Bible and therefore, is binding upon all teachers.

- We believe in God, the creator of heaven and earth.
- We believe God created male and female in His image.
- We believe God consecrated marriage as the union of a man and a woman.
- We believe in the trinity: God the Father Almighty, Jesus Christ, his only Son, and the Holy Spirit.
- We believe that Jesus is Lord; that he is divine, that he is God.
- We believe that Jesus was conceived by the Holy Spirit.
- We believe that Jesus was born of a virgin.
- We believe that Jesus atoned for the sins of all mankind when he was crucified.
- We believe that Jesus died and was buried.
- We believe that Jesus was resurrected from death and is alive today.

- We believe that Jesus sits at the right hand of the God the Father Almighty.
- We believe that Jesus will return to this earth to judge all mankind.
- We believe in everlasting life.
- We believe in the Bible as the inspired word of God, inerrant and true.

This job description does not list all the duties of the job. The candidate will also be expected to assist in all-campus activities including but not limited to: Open Campus, Annual Fund, Fun Run, Christmas Musical, Spring Gala

Bayshore Christian School reserves the right to revise this job description at any time.

Above all else, he/she can support and uphold the Head of School and the Administration in all endeavors and presents a united front to students, teachers, staff, Trustees, and all constituents.

Contact Person: Please email a resume and letter of interest to Head of School, Melanie Humenansky at [mhumenansky@bayshorechristianschool.org](mailto:mhumenansky@bayshorechristianschool.org) Please include any experience you may have in the area of marketing and communications, coaching, and/or sponsoring extra-curricular activities.