



JOB DESCRIPTION

VALOR INTERNATIONAL SCHOLARS

POSITION TITLE: Pastoral Counselor – Secondary School

REPORTS TO: High School Division Head

JOB DESCRIPTION: Valor International Scholars (VIS) is seeking a qualified and passionate Christian Pastoral Counsellor. This position includes providing social-emotional support as well as pastoral care for the student body. They must help coordinate the counseling and advisory program at school working with a team of counselors and teachers. This counselor must be prepared to counsel from a Christian worldview and work with grades 7-12. They must also be prepared to oversee weekly Chapel, daily quiet times and spiritual retreats throughout the year. In addition, ability to teach AP Psychology is preferred. VIS is a small school that believes in even smaller class sizes and a wide variety of options. New faculty should be prepared to work in a broad range of areas as we balance the talents of our curriculum teams with the needs of students. All VIS faculty are responsible for providing a Kingdom-minded educational atmosphere where each student will have the opportunity to grow and fulfill his or her learning abilities in the classroom. The counselor is responsible for organizing well-planned lessons and implementing an instructional program that engages students with teaching strategies to achieve their God-given academic abilities.

QUALIFICATIONS: A minimum of a Bachelor's Degree from an accredited college or university in a program in which the language of instruction is English. Either successful completion of a Pastoral or Counseling program in an English-speaking country or five years of pastoral/counseling experience relevant to the role being applied for. Candidates must be fluent in English, and Korean fluency is preferred. This counselor must come with a passion and understanding of teaching students a Biblical Worldview in Christian education. This counselor is a role model with a proven work ethic, strong communication and teamwork skills. He/she has an active personal relationship with Jesus Christ shown by their role in a church and demonstrates a spiritual life and growth in Christ. People skills and a teachable spirit are a must.

START DATE: mid-August 2021

RESPONSIBILITIES:

Professionalism:

- Present for all contract defined working hours
- Actively leading or participating for the full scheduled time of all meetings, community events, and staff duties.
- Model professional, empathetic, and ethical communication in all interactions with students, parents, colleagues, and community.
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, utilizing available resources.
- Adhere to all practices and procedures in the VIS Employee and Student handbooks.
- Does his/her individual part to assure that VIS is accomplishing its mission statement.
- Provide for the care and protection of school property.



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Planning, Teaching, and Grading:

- Adapt personal planning, counseling, and pastoral care styles to school policy and expectations
- Classroom environment and instruction utilizes 'The Valor Way' framework in all areas
- Fairly and consistently enforce discipline, attendance, and dress code policies.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Implement a plan for counseling in support of overall VIS discipline policy with Head of School's approval.
- Assume responsibility for counseling and advisory with school-wide student wellness goals.
- Identify, select, and modify or create instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Complete and submit a yearly counseling program that meets a Christian worldview prior to the start of each academic year.
- Plan, organize, and teach lessons using appropriate materials, technology, and other resources that will engage and academically challenge students.
- Plan and provide activities that will enhance student learning.
- Evaluate student progress through varied assessments, and provide **timely** feedback to students and parents.
- Assist students who are struggling emotionally or who need enrichment.
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Demonstrate gains in student performance using both quantitative (data/testing) and qualitative measurements.
- Assist in assessing changing curricular needs and offers plans for improvement.
- Pursue regular professional development
- Keep abreast of scholarly productions and research studies in the field of teaching.

Student Support and Community Involvement:

- Participate in lunch duty or boarding life assignments as scheduled and/or needed.
- Supervise students as assigned duties occur.
- Be present and actively involved in all open but regularly scheduled student support times such as office hours and study circles
- Maintain a calendar of specific available times for one-to-one student meetings that matches with the school schedule for expected meeting availability
- Develop appropriate mentoring relationships with all students.
- Actively support students and connect students with counseling team as needed
- Assist in planning, carrying out, and cleaning up community and school events
- Actively support and manage student involvement in community and school events

Recordkeeping and file maintenance:

- Notify office about any changes to your staff profile (address, phone, etc.) as changes occur
- Attendance taken in FACTS daily during the first 10 minutes of classes
- Lessons plans and class activities uploaded to Google classroom weekly



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- Gradebooks updated in Google Classroom and linked with FACTS weekly
- Changing of file ownership and archiving of Google Classrooms each term
- Transferring of teacher created course materials from personal drives to shared drives annually

Communication with students, parents, faculty, staff, and others:

- Establish and maintain cooperative working relationships with students, parents, and schools
- Communicate effectively and in a Godly manner (1 Thess 4) using school resources, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Communication will be governed by our communication policy outlined in the Handbook.
- Interpret the policies of the school as applied to specific course policies and situations to parents and students.
- Openly discuss student grades and class performance with clarity of expectation, grace and empathy in order to encourage continued student growth
- Collaborate with peers to enhance the instructional environment.
- Actively participate in observation, feedback, and performance review opportunities