



JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

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Guidance Counselor & International Student Advisor

General Description

The Guidance Counselor & International Student Advisor delivers a comprehensive school guidance program focusing on secondary and post-secondary educational needs of all students. In addition, the candidate provides specialized support to families of primary and secondary international students through all phases of application and admission to Judah Christian School.

Qualifications

The Guidance Counselor & International Student Advisor should be one who has trusted Jesus Christ as Savior and Lord and should be a member and regular attendee in good standing of a Christ-centered church. He/She should demonstrate spiritual maturity that will allow him/her "in humility to consider others better than him/herself." He/She should reflect the purpose and mission of the school in word and deed both while at school and in the community. The Guidance Counselor & International Student Advisor should possess the skill set necessary to fulfill the requirements of this position. A master's degree in Counseling with emphasis in school counselor and meeting the Illinois certification requirements for school counselor are preferred. Candidate must be eligible to serve as the school's international student Primary Designated School Official (US Department of Homeland Security SEVP-Certified PDSO).

Guidance Counseling – Secondary Academics/Honors

- Monitors JH and HS student schedules, verifying adequate progress toward and fulfillment of graduation requirements
- Coordinates secondary students' online classes, and serves as proctor when needed
- Monitors Senior Class GPA's; notifying Valedictorian/Salutatorian after 7th high school semester
- Coordinates and administers PSAT-9, PSAT-10, PSAT/NMSQT, SAT, and AP testing; compiles, returns, and reports outcomes
- Plans and coordinates Parkland College dual credit placement testing
- Plans and notifies students and their parents/guardians of special recognition nominations, including DAR/SAR, Rotary Club of Champaign, and Kiwanis Club of C-U; serves as liaison with organizations and attends luncheons
- Creates and tallies ballots for ACSI DCHSS, American Legion, DAR/SAR, Rotary, and Fruit of the Spirit student honors
- Plans, coordinates, and implements annual Secondary Awards Night Honors Program
- Is a member of the high school graduation platform party, recognizing College Prep students

Guidance Counseling – Point of Contact

- Updates annual High School Profile
- Plans, coordinates, and implements annual Christian College Fair
- Meets with parents/guardians and students regarding college preparation and career selection

- Schedules and facilitates post-secondary college & career representatives, notifying parents & students
- Contact for testing organizations, state and federal agencies, and scholarship organizations
- Develops and maintains effective methods of communication with students and parents/guardians
- Manages and develops college and career resources for students and their parents/guardians
- Monitors and completes School Report sections of college applications, prepares letters of reference, assists with post-secondary application process as needed, updates midterm and final reporting, assists students with specific post-secondary institution inquiries, sends transcripts/profiles on request
- Monitors and updates NCAA and NAIA coursework, providing transcripts and correspondence as needed and editing sites for eligible classes
- Develops and maintains high school seniors' post-secondary interests
- Develops and maintains school's scholarship bulletin and scholarships received
- Attends regional counselor workshops/meetings/webinars hosted by ISAC, ACT, SAT, ICE, Parkland College, UIUC, ISU, EIU, and other college preparation organizations as needed and available
- Informs families of student employment opportunities, etc.

International Student Advisor

- Point of contact for international student eligibility questions; maintains communication throughout the application process
- Clearly communicates eligibility requirements
- Provides direction and support to families applying for international student admission
- Monitors Student Information System for appropriate designation of international student applications
- Evaluates applications for completeness
- Compiles application files and forwards to Elementary and Secondary Principals once complete
- Arranges and conducts Skype interviews with applicants with Elementary/Secondary Principal
- Coordinates placement testing with proctor
- Scores placement testing
- Consults admission decision with Secondary Principal. Notifies Director of Admissions
- Issues I-20
- Meets with international student and family/guardian upon arrival; gives tour; reviews class schedule

Additional Duties of the Secondary Guidance Counselor/International Student Advisor

- Attends 6th Grade-to-7th Grade Orientation
- Attends 8th Grade-to-9th Grade Orientation
- Attends New Student Orientation
- Prepares High School Retreat cabin assignments (with another teacher)
- Attends High School Retreat
- Attends 8th Grade Retreat
- Monitors and requests payment of online classes
- Monitors and requests payment of PSAT/NMSQT and AP exams
- Coordinates students with special needs with the Special Needs Program; attends meetings
- Tests secondary students applying for admission; scores tests and delivers to Secondary Principal
- Supports JCS Secondary Handbook and Code of Conduct
- May teach Parkland College dual credit FYE 101 (Strategies for College Success) on JCHS campus
- Additional duties as assigned to support needs of Judah Christian School