FPD exists to educate and equip students to change the world for God’s glory.

### Position Summary:
Educate and equip students to change the world for God’s glory by serving FPD students and their families through Christ-centered guidance and social-emotional support services.

### Essential Duties and Responsibilities:

- Provide topical classroom or advisory guidance lessons to students.
- Provide counseling to individuals and small groups of students as needed and/or as requested by students, parents, and school personnel.
- Serve as a resource to parents when experiencing student and family difficulties, as well as a liaison in communicating these difficulties confidentially to faculty and administration.
- Work cooperatively with school administration, teachers, parents, students, and other support personnel in support of the school’s mission.
- Provide needed conflict resolution and social/emotional coaching to proactively prevent student behavior issues.
- Attend and participate in professional learning opportunities in order to plan and maintain a successful school guidance program. Present and redeliver in professional learning classes as requested.
- Maintain professionalism and confidentiality in all dealings with families and students.
- Facilitate home-to-school interactions through consistent written communication and conferences. Assist in referrals for serious emotional and academic issues.
- Maintain accurate and complete records and files, while adhering to legal and ethical guidelines of the profession.
- Contribute to the overall positivity of school culture by serving as a campus mentor.
- Review school data in assessing students with academic, social, and emotional needs. Use this data to guide interventions and support.
- Refer students, as appropriate, to school personnel and community agencies.
- Maintain a guidance resource library for parents, students, faculty, and administration.
- Submit consistent time and task reports and situational updates to administrator(s).
• Serve if needed in chapel in order to build relationships with students.

REQUIRED QUALIFICATIONS:
• Current State certification
• Minimum Masters Degree in School Counseling/Counseling Psychology
• 3-5 years experience in school counseling preferred
• Be well-organized, detail-oriented, positive, flexible, and friendly
• Understanding of Developmental stages
• Understanding of Psycho-educational tests and learning differences
• Familiar with community resources for referral
• Knowledge of counseling resources such as books, workbooks, and videos
• Supports the mission and values of First Presbyterian Day School
• Must possess the following skills to be successful in this position:
  o Communicate effectively to a wide range of team members and audiences
  o Possess a commitment to professional growth
  o Demonstrate the ability to develop, revise, and evaluate innovative education programs

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The majority of work will be performed in a classroom or school campus. Regularly required to stand and walk for extended periods of time.

<table>
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<tr>
<th>Job Location:</th>
<th>5671 Calvin Drive Macon, GA 31210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Status:</td>
<td>Part-time</td>
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<tr>
<td>Manages Others?</td>
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<td>FLSA Classification:</td>
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