



Job Title: School Counselor		Reports to: Head of Student Wellness	
Worker Classification: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Contract		Compensation: <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly	
Organizational Supervision Level: <input type="checkbox"/> Tier A <input checked="" type="checkbox"/> Tier B <input type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Fair Labor Standards Act: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote ___% on-site	

Position Summary

The School Counselor at Concordia Lutheran Schools of Omaha provides students with academic, career, and emotional counseling, guiding them through their high school years and preparing them for post-graduation success. The counselor works closely with students, parents, teachers, and administrators to help each Concordia High School student with personal, social, academic, and career development. The school counselor will also work with community partners to support the social and emotional health of all students, K-12.

Position Responsibilities

1. Academic Counseling:
 - Assist students in developing educational plans that align with their abilities, goals, and interests.
 - Advise students on course selection, scheduling, and graduation requirements.
 - Support students in understanding and overcoming academic challenges.
 - Collaborate with teachers and administrators to identify supports for students needing academic or behavioral support.
2. College and Career Readiness:
 - Provide guidance on college applications, scholarships, and financial aid processes.
 - Ensure reports and letters of recommendation are shared with post-secondary schools on behalf of Concordia high school students to fulfill academic and scholarship application requirements.
 - Help students explore and identify career options, internships, and job shadowing opportunities.
 - Organize college fairs, career days, and informational sessions.
 - Communicate opportunities for students to prepare for standardized

- tests like the ACT/SAT and assist with registration.
 - Coordinate PSAT and PreACT on Testing Day.
 - Coordinate AP Registration and Exams.
3. Social and Emotional Support:
 - Provide short-term, solution-focused, person-centered, cognitive-behavioral, Christian/Biblical counseling for students facing emotional, social, or behavioral challenges.
 - Address personal issues such as anxiety, stress, bullying, family dynamics, and peer relationships.
 - Develop and implement programs and resources to promote emotional well-being and resilience.
 - Refer students and families to external counseling or social services for long-term needs.
 4. Crisis Management:
 - Provide immediate support and intervention in crisis situations, including grief, trauma, or significant behavioral incidents.
 - Utilize current crisis prevention and response protocols.
 - Collaborate with school staff and parents to ensure student safety and well-being.
 5. Collaboration and Communication:
 - Maintain regular communication with parents, teachers, and administration regarding student progress and concerns.
 - Serve as an advocate for students' needs in meetings, such as Concordia Learning Plan or Individualized Education Program (IEP) meetings.
 - Facilitate workshops or informational sessions for parents and students on topics like college readiness, mental health, and time management.
 6. Enrollment and Registration:
 - Coordinate course scheduling
 - Communicate with families to assist with the registration process, addressing questions and concerns with a compassionate, service-oriented approach
 - Maintain accurate and confidential student records, including enrollment data and transcripts
 - Collaborate with the Admissions Office to transition incoming students seamlessly into the school community.
 7. Academic Support:
 - Work closely with the high school principal and teachers to ensure course schedules align with graduation requirements and individual student needs.
 - Oversee the process to provide transcripts and academic records to students, families, and post-secondary institutions as requested.
 - Monitor students' progress toward meeting graduation

requirements and inform the appropriate parties of any issues.

Skills Necessary

1. Deep commitment and passion for walking in Christian values and faith.
2. Ability to handle emotionally challenging situations with professionalism and compassion.
3. Strong interpersonal, communication, and listening skills.
4. Ability to manage sensitive and confidential information.
5. Empathy, patience, and a non-judgmental attitude.
6. Strong organizational and time-management skills.
7. Ability to work effectively with diverse student populations and backgrounds in large and small groups.

Professional Expectations and Requirements

1. Master's Degree in School Counseling, Psychology, or related field
2. Valid state certification or licensure as a School Counselor.
3. Experience working with high school students and a solid understanding of adolescent development.
4. Strong understanding of Lutheran education principles and values

Preferred Attributes

1. Lutheran Teacher's Diploma or Colloquy or willingness to pursue
2. Previous experience as a school counselor or in a counseling role is preferred.
3. Familiarity with college admissions and scholarship processes.
4. Experience with conflict resolution and crisis management.
5. Ability to collaborate in a team environment.
6. A passion for helping students achieve personal and academic success.

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operates as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

Does this sound like you?

Are you a compassionate and dedicated professional with a deep commitment to Christian values and a passion for supporting students through their high school journey? Do you thrive in collaborative environments, working closely

with students, parents, and educators to foster academic, career, and emotional growth? If you possess strong interpersonal and communication skills, along with the ability to handle sensitive situations with empathy and professionalism, you may be the perfect fit for the School Counselor position at Concordia Lutheran Schools of Omaha.

Interested candidates should submit a cover letter, resume, teaching philosophy statement, and portfolio samples (if applicable) to Principal Amy Schwarting at schwartinga@concordiaomaha.org.

Equal Opportunity Employer

Concordia Lutheran Schools of Omaha is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.