



Job Description for the Parkland Immanuel Christian School Career Counsellor.

Areas of Responsibility

Helping Students Find their Calling:

The core responsibility of this role is to support students in discerning their God-given calling. This involves helping them explore the intersection of their passions, talents, and opportunities to serve God in meaningful ways. The goal is to guide students in identifying pathways that may include careers requiring post-secondary education, careers that do not, or vocations that fall outside traditional career definitions but are nonetheless pleasing to God.

Helping Students reach their Calling:

Another key responsibility of a career counsellor is to ensure that students can take up their calling in this life. This includes helping students choose courses, choose post-secondary programs and apply to post-secondary programs.

Helping Students gather resources to pursue their Calling

Finally, a key responsibility is to assist students in accessing resources to help them pursue their calling by helping them find and apply for scholarships and awards. Similarly helping students find and access student finance resources is a part of the career counsellor's responsibilities.

Specific Duties

- Meet with each Grade 10-12 students at least twice per year to discuss career plans, post-secondary options, the application process, and student financing
- Actively seek workshops and connections with other counsellors.
- Coordinate with CALM 20 and Health 9 teachers (To establish a connection with the students and have some designated time to introduce career planning and life management topics to the students as a group).
- Host information sessions for parents and students.
- Either host or attend relevant career fairs and open houses.
- Distribute Information to students and parents about scholarships and grants.
- Advise students and parents about course selection.
- Maintain accurate and up to date records of interactions with individual students

Time allocation:

Estimated to be 0.3FTE

Education

A post-secondary diploma, bachelor's degree, or equivalent, in one of the following fields:

- Counselling
- Career Development
- Education
- Social Sciences

Skills and Traits

- Strong interpersonal and communication skills
- Empathy and active listening
- Organizational and planning abilities
- Knowledge of career development theories and tools
- Familiarity with post-secondary education and labor market trends