

JOB DESCRIPTION

Capistrano Valley Christian Schools
 32032 Del Obispo Street
 San Juan Capistrano, CA 92675



Job Title	Academic Counselor		
Program/Department	Junior High (JH) & High School (HS)		
Reports to	Principals	Compensation	\$70,304 – \$85,000/yr
FLSA Classification	Exempt	Job Type	FT, 12-month
W/C Classification	8868	Job Schedule	M-F, 40 hours/week

Summary

Advance the mission and vision of CVCS by providing comprehensive academic advising, course planning, and college and career guidance of junior high and high school students.

This position oversees the development of the master course schedule, monitors student academic progress, success and post-secondary readiness, maintains accurate academic records, and coordinates standardized testing programs.

The Academic Counselor works closely with students, parents, teachers, and administration to ensure students meet graduation requirements and are well prepared for post-high school opportunities. This role also facilitates communication regarding academic expectations, college planning, and student progress while maintaining the highest standards of confidentiality and professional practice.

Essential Job Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Under the joint supervision and direction of the Junior High and High School Principals, the Academic Counselor is responsible for the following duties:

Academic Planning and Course Scheduling

- Lead the development and management of the junior high and high school master course schedule.
- Meet with new junior high and high school students and families to create individualized course schedules and develop four-year academic plans.
- Meet annually with 9th–12th grade students to review academic progress and update four-year plans as needed.
- Conduct informational sessions for 8th grade students to introduce high school academic expectations and program offerings.

- Maintain and update the University of California approved course list annually.
- Collaborate with the Director of International Students regarding academic planning and support for international students.

Student Advising and College & Career Guidance

- Provide ongoing academic and post-secondary guidance to students regarding:
- Graduation requirements and status
- College and university research
- College admissions and application processes
- Financial aid and Cal Grant opportunities
- Standardized testing and its role in college admissions
- Assist students in evaluating and making post-high school decisions.
- Coordinate and conduct parent and student workshops on college planning, admissions requirements, financial aid, and interpretation of standardized test scores.
- Maintain and distribute information regarding college visits, scholarships, and financial aid opportunities.
- Communicate with students and parents regarding academic concerns or when performance falls below minimum standards.

Academic Records, Monitoring, and Compliance

- Maintain strict confidentiality of student and family records.
- Oversee the preparation and processing of grades, progress reports, and report cards every 4½ weeks.
- Monitor student academic progress and eligibility for extracurricular activities.
- Maintain accurate student academic and disciplinary records in the student information system (RenWeb).
- Verify, sign, and process official student transcripts, including requests and distribution.
- Issue and monitor deficiency notices and track academic interventions.
- Generate and maintain required academic reports and documentation.

Testing Coordination, Communication, and Administrative Support

- Coordinate and oversee standardized testing programs, including PSAT/NMSQT, SAT-10, and AP examinations.
- Analyze standardized test results and provide reports and recommendations to the Principal.
- Meet regularly with the Principal to review academic programs, student progress, and testing outcomes.
- Facilitate student, parent, and teacher conferences as needed to address academic progress or concerns.
- Communicate key academic information through the school website, newsletters, and other school communications.
- Support ISP/Home School record keeping and related administrative tasks.

- Assist with graduation ceremonies and major school events, including registration, teacher orientation, back-to-school night, open house, academic awards assemblies, and senior breakfast.
- Participate in professional development seminars and workshops to maintain current knowledge of counseling and college admissions practices.
- Perform general administrative and communication duties, including use of the school intercom system and other responsibilities as assigned.

Qualifications

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the CVCS Statement of Faith and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Active member in good standing in a local Christian church.
- Consistent in modeling the qualities of a Christian mentor who embodies the values which create our CVCS culture.
- Service-oriented with a demonstrated ability to establish and maintain effective, supportive, and positive working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Commitment to observe and comply with all policies, procedures and directives governing school operations in collaboration with school staff, faculty and administration.
- Employee must be able to learn and understand school-used software within a reasonable amount of time.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Exercise confidentiality, good judgment, and discernment.
- Must successfully pass a background investigation and drug test.

Supervisory Responsibilities

- This role has no supervisory responsibilities.

Education & Experience

- Bachelor's degree from an accredited, four-year required.
- Pupil Personnel Services Credential and 2+ years' academic counseling experience in K-12 or higher education environment strongly preferred.
- Employee must be able to efficiently operate a desktop and laptop computer and other office and classroom equipment, including copier, telephone, intercom, projectors, and audio systems, etc.
- Utilize computer system with functions such as Microsoft Office, Google's "G Suite for Education," Canvas, and RenWeb/FACTS Student Information Systems.

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Position requires prolonged standing and sitting, bending, stooping, and stretching.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time are regularly required.
- Hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, photocopier, telephone, and other office and classroom equipment is regularly required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.

Mental Demands

- Employee must be able to give, receive and analyze information, prepare written materials, and input and export digital information.
- Employee must understand people and effectively communicate with them, answering questions in a professional and friendly manner.
- The position requires public contact and excellent interpersonal skills.
- The employee must be able to make effective decisions in the supervisor's absence.

Working Conditions

- Employee works in a typical school setting. The employee must be able to multitask, as student needs frequently shift during a typical school day.
- Employee may be required to work overtime.
- Employee is, during work hours, always vigilant as a supervisor of children.
- The employee is always a positive representative of CVCS, and a positive role model to students and parents.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Capistrano Valley Christian Schools (CVCS) does not discriminate based on race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

CVCS Culture

- **Christ** – We are not legalistically pious, rather, we believe as it says in John 10:10 that Jesus offers a model for how to live and love with a beautiful combination of grace and truth.
- **Intelligent Curiosity** – Our teachers and students are serious about learning and enjoy the pursuit of understanding what is true and good across all curricula.
- **Excellence** – We care about doing our best in all elements of our programs. Being anything less than the best version of ourselves in academics, athletics, and the arts is not an option.
- **Relationships** – Adults care about our students and invest in their lives not just as teachers, but as mentors. Students love their teachers, and the result is a deep sense of connection.
- **Authenticity** – Subtle or even overt pretention is not uncommon in the world today. Our community is uniquely comfortable, approachable, and down-to-earth.
- **Positivity** – Our community is a happy place with happy people. There is a general sense of joy that is noticeable in the attitudes of everyone from the front office to the classroom and everywhere in between.
- **Enthusiasm** – There is an incredible sense of energy on campus that is contagious across every grade level and program. We do things with passion at CVCS!
- **Service** – The people of CVCS care about others and embody a spirit of selflessness.
- **Humility** – We want to be the best at everything we do, but as Christians, we give glory to God for all good things. We exist to glorify God and enjoy Him forever.
- **Fun** – Learning, sports, the arts, and social life are meant to be enjoyed—CVCS is made up of fun people who create a truly warm and engaging environment!
- **Risk-taking** – We believe students are in the process of becoming who God has created them to be, and we see failure as one of the most valuable opportunities to grow in our humanity.
- **Patience, Gentleness, and Kindness**—These fruits of the spirit listed in Galatians 5 are attributes we aspire to embody in all our daily interactions.
- **Balance** – We are high achievers who aspire to (and achieve) elite performance in all disciplines, but we place an emphasis on balance so that students are not so stressed out that they don't enjoy learning and don't have time to enjoy being kids.

Revised Date: 03/05/2026