



Lynden Christian Schools

HIGH SCHOOL COUNSELOR

JOB DESCRIPTION

Responsible to: Principal

Position Purpose: To carry out faithfully all the responsibilities of a Christian counselor as described below.

Position Hours: 70 %

RESPONSIBILITIES

1. To challenge all students to fulfill the mission of Lynden Christian High School to serve God and neighbor in all aspects of life.
2. To support students throughout the high school experience, providing entry-level social and emotional counseling, and directing students and parents towards off-campus counseling assistance when necessary.
3. To assist the administration in evaluating and improving school programs.

QUALIFICATIONS

1. Excellent inter-personal skills, notably in team building and conflict resolution. [LSEP]
2. Strong ability to integrate a biblical worldview into all duties. [LSEP]
3. Strong technology and communication skills. [LSEP]
4. Strong work ethic. [LSEP]

EDUCATION AND CERTIFICATION

1. MA in Guidance Counseling is encouraged and preferred.
2. The Residency Educational Staff Associate Certificate (Washington State) endorsed in the role of school counselor or equivalent, strongly recommended.

STUDENT GROWTH AND DEVELOPMENT

1. Help students through personal and social issues that are treatable at school.
2. Use data from surveys and tests to determine at-risk students.
3. Be a member of a counseling team of the officials who might identify at-risk students.
4. Lead initiatives that seek to improve social atmosphere of the school, such as bullying [LSEP]
5. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the principal.
6. Be a positive role model for students, support the mission of Lynden Christian High School. [LSEP]



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COMMUNICATION

1. Establish and maintain open communication with parents, students, principal, and teachers.
2. Maintain a professional relationship with members of the broader secondary and post-secondary community.
3. Use effective communication skills to present information accurately and clearly. 

PROFESSIONAL GROWTH AND DEVELOPMENT

1. Participate in staff development activities to improve job-related skills.
2. Keep informed of and comply with state and school regulations and policies for guidance counselors.
3. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
4. Attend and participate in faculty meetings and serve on staff committees as required. 

ADDITIONAL

The counselor is never assigned duties that are inconsistent with counselor's role, e.g. discipline committee.