



Lynden Christian Schools

HIGH SCHOOL COUNSELOR JOB DESCRIPTION

Responsible to: High School Principal

Position Purpose: To carry out faithfully all the responsibilities of a Christian school counselor

Position Hours: Full-time (.8), benefits eligible

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 by 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 consistent with the role of school counselor
4. To work closely with administration, staff and teachers to help students overcome challenges and difficulties at school
5. Fulfill other duties as directed by the administration. All assigned duties will be consistent with a counselor's role.

QUALIFICATIONS

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

EDUCATION AND CERTIFICATION

1. Master's degree in Guidance Counseling is preferred
2. Residency Educational Staff Associate Certificate (Washington State) endorsed in the role of school counselor or equivalent is highly recommended
3. Work experience in a high school setting is preferred

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 to identify at-risk students and pursue ways to help those students
4. Lead initiatives that seek to improve social atmosphere of the school
5. Assume responsibility for extracurricular activities and outside activities as approved by the principal
6. Be a positive role model for students, support the mission of LCHS

COMMUNICATION

1. Establish and maintain open communication with parents, students, administration and staff
2. Maintain a professional relationship with 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. Research 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
4. Attend and participate in faculty meetings and serve on staff committees