

## Secondary School Counselor Job Description

### DESCRIPTION

The position includes the mentoring, advising, and guidance of students at Northland Christian School in a manner that promotes Biblical values and excellence in academics to honor God and that guides and encourages students to fulfill their academic potential and promote positive spiritual development. Reporting to the Elementary or Secondary Principal, this is a full-time 12-month position with additional fringe benefits (Benefits Level I), pay commensurate with experience. From time to time, additional duties may be assigned by the principal or school administration as needed.

### ESSENTIAL FUNCTIONS OF THE POSITION

The Guidance Counselor will work closely with the Secondary Principal, teachers, students, and families to create a dynamic biblically integrated environment that promotes excellence in academics and spiritual life. Key job areas and responsibilities include:

- Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
- Works with the administration and staff to address the spiritual formation needs of the students.
- Model effective teacher/parental partnering through timely and proactive communication with parents in support of student behavioral and academic success
- Counsels and academically advises students individually and/or in groups.
- Advises and provides information to parents/guardians and teachers.
- Collects information for special reports from teachers, students, and records.
- Assists students in completing application forms for college, financial aid, and jobs.
- Writes recommendations on behalf of students for colleges, technical schools, scholarships, special awards, and military service.
- Prepares student transcripts for schools, employers, etc.
- Sends out applications, transcripts, and recommendations to schools
- Serves on individualized service program (ISP) teams when deemed appropriate.
- Oversees the coordination and administration of the testing program (i.e. PSAT, ACT, AP, Star).
- Coordinates and sets up visits of representatives from colleges, technical schools, and military services.
- Organizes career days and college fairs.
- Calls and writes schools to set up visitation appointments and testing for students.
- Provides information on career areas and schools and administers and interprets interest tests.
- Acts as a contact person for parents/guardians and students regarding financial aid, educational planning, and student grades and programs.
- Discusses student programs and makes recommendations as to what can be done in conjunction with teachers, parents, and administration.
- Assist administration to build the master schedule

- Schedules students in appropriate classes depending on post-secondary plans in conjunction with parents, teachers, and administration.
- Works with the student information system to provide 6th-12<sup>th</sup> grade report cards; also assists teachers with training/questions regarding the student information system.
- Works with students on education/vocational post-secondary planning.
- Keeps abreast of current practices in the field of guidance and counseling, including graduation requirements, through attendance at professional conferences/workshops and other professional learning resources.
- Supervises and maintains cumulative records and enrolls students in grades 6 through 12.
- Performs any and all other duties assigned.
- Lead students to a realization of their self-worth in Christ and assist them in making positive life choices.
- Integrate Biblical principles and the Christian philosophy of education throughout all activities.
- Keep the Administration adequately informed of serious student issues.
- Recognize the need for good public relations and represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and Administration.
- Know the procedures for dealing with emergency situations.

#### **SUPPLEMENTAL FUNCTIONS OF THE POSITION**

- Supervise extracurricular activities, organizations, and outings as assigned.
- Utilize educational opportunities and evaluation processes for professional growth.
- Support the broader program of the school by attending extracurricular activities when possible.
- The employee agrees to abide by the regulations set forth in the *Faculty-Staff Handbook* and the *Parent-Student Handbook*, as well as any additions made during the year. The employee agrees to cooperate in every way with the school administration and to adhere to the policies adopted by the Northland Christian School Board of Trustees.
- If applicable, employee agrees to provide documentation for all state and school medical requirements for the position with the Head of School's office before the start of the school year.
- Upon request, the employee agrees to submit to a physical examination (including random drug testing) by a licensed physician at the school's expense and furnish the school with a copy of the physician's report.
- The employee will help maintain an environment conducive to learning. This includes maintaining a professional appearance and the timely reporting of classroom activities and grades via the technological tools employed by the school.
- Upon request, the employee agrees to submit to a criminal background check through an entity selected by the school, and the school is to receive a copy of the results directly from that entity.
- The employee acknowledges that he/she is or will become fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.
- Perform any other duties that may be assigned by the Administration.

## **REQUIRED SPIRITUAL QUALITIES**

- The employee affirms that, as part of the qualifications for this position, he/she is a Christian and believes that Jesus Christ is the Son of God.
- The employee recognizes and affirms that all employment positions at Northland Christian School are part of a Christian ministry.
- The employee will faithfully attend and support a local church and provide the school with a verification of good standing from their local church upon request.
- The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents and fellow staff members in judgment, respect, and Christian living. This is not limited to, the refraining from such activities as the use of illicit or illegal drugs, and the use of profane and vulgar language, which are grounds for termination.
- The employee will always strive to understand, appreciate, love, and serve the pupils entrusted to him/her and will do the best of his/her ability to provide for their fullest spiritual, intellectual, physical, and emotional development.
- The employee possesses sufficient Biblical knowledge to successfully integrate Scriptures and fundamental Biblical principles to instruct students through the lens of a Biblical worldview.
- The employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 regarding his/her peers/school administration, and school board. All differences are to be resolved by utilizing Biblical principles-always presenting a united front. Appropriate confidentiality will be observed regarding pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).
- The employee agrees that the Bible dictates standards of sexual behavior. Any heterosexual activity outside of marriage (premarital sex, cohabitation, extramarital sex) (Hebrews 13:4, Ephesians 5:3, I Thessalonians 4:3-8), homosexual activity (Romans 1:24-27, Leviticus 20:13), sexual harassment (I Thessalonians 4:3-7, Ephesians 5:3-5), possession or habitual, deliberate viewing of pornographic material and websites (I John 2:16, Matthew 5:28), sexual abuse or improprieties toward minors (Luke 17:1-2) or other inappropriate sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model and is grounds for immediate termination.

## **ESSENTIAL PERSONAL QUALITIES**

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy.
- Use acceptable English in written and oral communication.
- Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Notify the administration of inability to support any policy.
- Refuse to use or circulate confidential information inappropriately.
- Place administrative ministry ahead of other jobs or volunteer activities.
- Make an effort to appreciate and understand the uniqueness of the community.

## **PROFESSIONAL QUALITIES REQUIRED**

- Holds a guidance counselor credential or is willing to complete the requirements for certification within a specified time period.
- Minimum 3 years of teaching experience.
- Has a thorough knowledge and understanding of the Christian philosophy of education and a biblical worldview.
- Demonstrates servant leadership.
- Demonstrates technology literacy and proficiency.
- Possesses excellent verbal and written communication skills.
- Promotes a positive attitude about the School and its employees, parents and students, including social media, addressing concerns to the proper authorities.
- Agrees to abide by School policies and procedures.
- Assist with enlarging the vision and mission of Northland Christian School.
- Commits to excellence, efficiency, customer service, and the School's shared values.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The work environment at Northland Christian School is one typically found in a school setting. Duties are typically performed in a setting commensurate with the teaching assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position. The physical demands of the position are ones typically found in a school setting.

The employee must have the ability to:

- Sit and stand for extended periods of time.
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Frequently move about inside campus buildings and outside on the grounds.
- Exhibit manual dexterity to enter data into a computer.
- Possess close vision, distance vision, and depth perception.
- See and read a computer screen and printed material with or without vision aids.
- Stand, reach, balance, stoop, kneel, crouch, and crawl.
- Hear and understand speech at normal classroom levels.
- Speak in audible tones to be understood clearly in normal classrooms

## **DISCLAIMER**

Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind or change the nature of your at will employment. Northland Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (NCS) may terminate employment at any time for any reason.

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