



**Lutheran High School is seeking a Director of Counseling Services
for the 2019-2020 school year.**

LUTHERAN HIGH SCHOOL

11249 Newlin Gulch Blvd., Parker, CO 80134

LHSparker.org

POSITION DESCRIPTION: Director of Counseling Services

The candidate must be "Scripturally Grounded & Defined" and display:

- Heart for Jesus Christ: *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* 1 Corinthians 2:2
- Personal Character: *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.* Titus 2:7-8
- Astuteness for Task: *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?* Luke 14:28
- Passion for Excellence Worthy of Christ: *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

Description and Responsibilities

The Director of Counseling Services will report to the Principal (Additional counselors will report to the Director)

The Director of Counseling Services will primarily focus on the following areas (with the help of additional counseling staff):

Course of Study & Credits at Lutheran High School

- Guide the course selection process for students
- Monitor graduation requirements and credits for students
- Facilitate schedule changes
- Connect students with online, dual credit, and credit recovery options
- Oversee student records, the Registrar, and transcripts
- Propose new classes

Coordination of Opportunities to Practice & Prepare for Critical Testing

- Coordinate AP testing
- Prepare standardized testing program
- Provide test preparation classes for students
- Review testing results with students and families

Communication with Community

- Communicate counseling news (scholarships, testing, college & career) with students and parents
- Maintain website materials

- Create a social media presence
 - Share the good news of student accomplishments
- Work with the Director of Donor Advising and Director of Admissions and Marketing to share positive and relevant counseling news

Care

- Oversee the creation of Support Plans for qualifying students
- Arrange special testing accommodations
- Work closely with the Admissions Department to determine needs of incoming students
- Refer students and families to appropriate agencies and ministries for additional care
- Intervene and provide academic assistance for struggling students

College

- Complete necessary counselor forms for college admissions and scholarships
- Arrange and host college informational evenings for students and parents
- Assist students with college applications
- Maximize *Naviance* as a resource for scholarships, enrichment, teacher recommendations, college visit updates, and career awareness
- Provide a robust offering of regular visits from colleges
- Plan excursions to local and regional colleges

Chair

- Lead, evaluate, and mentor members of the Counseling Department (Guidance Counselor, Registrar, Student Academic Services, College Advisors, Director of College Athletic Recruitment)
- Focus on high quality interactions, service, and results with students and families
- Build a reputation for assisting students and parents with the college-search and admission process
- Monitor, adapt to, and implement changes in the counseling world
- Create an efficient, comprehensive, caring structure for the Counseling Dept.
- Improve existing practices

Qualifications, Skills and Abilities:

The Director of Counseling Services will be expected to have the following personal characteristics:

- A deep appreciation for and an ability to successfully articulate the mission, vision, and brand of Lutheran High School.
- A desire to play a meaningful role in the Lutheran High School community and to share in the community's commitment to excellence in Christian education.
- Desire and ambition to work in an organization that is evolving at an accelerated pace.
- Honesty, integrity, enthusiasm and perspective; a very strong work ethic, supported by commitment and follow through.

The Director of Counseling Services will need to possess the ability to:

- Listen carefully, learn quickly, and work effectively in a complex organization.
- Speak credibly about Christian secondary education and the aspirations of Lutheran High School.
- Display clarity, crispness and effectiveness in written and oral presentation.
- Work collaboratively with colleagues across different office and administrative positions.
- Effectively work with staff and available budget resources.
- Bring out the best in people and yield pride, ownership and a sense of team effort.

A successful Director of Counseling Services will be a person who displays the following traits:

- Desire to "build" and make any situation better or more effective/efficient
- Reputation as someone who "gets back to people" quickly

- Embraces inconvenience
- Enjoys being organized
- Optimism
- Embraces the ministry aspect of service
- Relationship driven, naturally engaging
- Has healthy lifestyle patterns

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

“Highly relational culture”

“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”

“Talented teachers”

We aspire to:

Be focused on community service and outreach

Provide a high level of instructional talent

Have dominant athletic programs

Partner with other ministries

Have successful development and fundraising practices

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

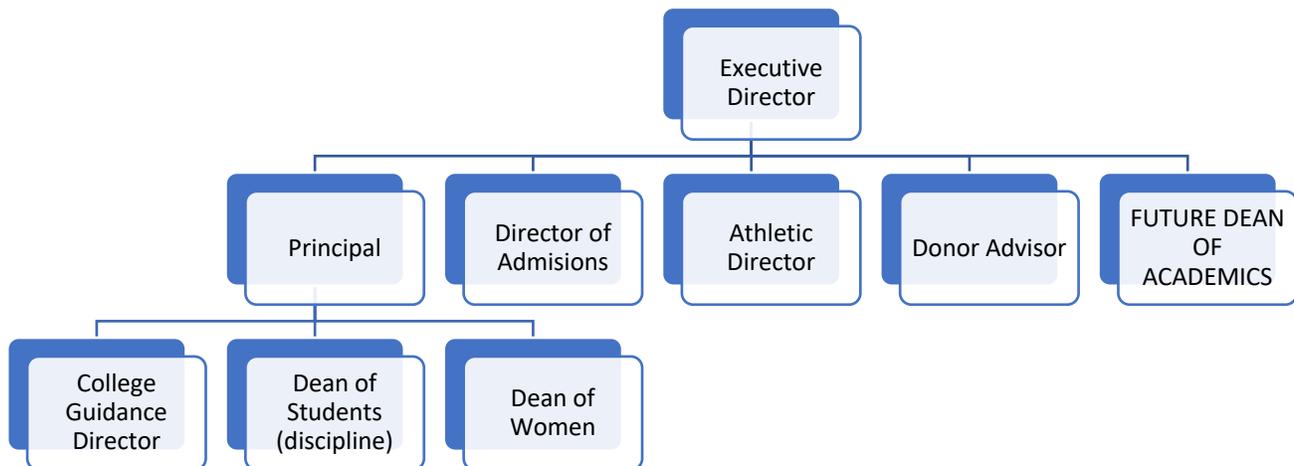
Enrollment: 12-13: 290 13-14: 330 14-15: 360 15-16: 393 16-17: 475 17-18: 542
18-19: 600 19-20 (projected): 650?

Student body: 18% Lutheran, 15% unchurched

Total Annual Budget: 5.5 million for school operating, \$400,000 for athletics

Budget Revenue: 77% Tuition/Fees/Outside Scholarships, 13% Development, 5% Association churches, 5% Other

Administrative Structure: The five “direct reports” report to the Executive Director and constitute the “Admin Team.”



Governance structure: The Colorado Lutheran High School Association has 17 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 15,000 homes will be built in the next five years just west of the campus.

Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are with 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 20%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.

