

## **High School Guidance Director- Job Description**

**Position: Full-time**

**Reports to: High School Principal**

Overview: The Guidance Director will oversee every facet of the college guidance and placement program for the school, grades 9-12. This will include carrying out the mission and core values of the school in overseeing the operations of counseling office, educating parents and students as to the sometimes counter-cultural philosophy of seeking God's calling in a distinctively-Christian school. The Guidance Director will provide insight and wisdom as he or she assists parents and students in identifying gifts, talents, and strengths, examining those God-given resources in the light of one's calling, and selecting a higher education or next-level direction that comports with those aspects of what it means to be an image-bearer of God.

### **Summary**

- Full-time position
- Reports to High School Principal
- Lead and supervise college guidance staff
  - College Guidance Counselor (full-time)
  - College Guidance Administrative Assistant (part-time)
- Develop, maintain, and communicate vision, purpose, and core values of a robust college guidance program to all constituents
- Create, lead, and administer college guidance program
- Provide primary college guidance program for juniors, seniors, and their parents
- Assist with academic advising and scheduling

### **Duties and Responsibilities**

#### **Department Administration**

- Create and maintain department budget
- Supervise the creation and maintenance of all branded communication
- Review and support professional development plans for guidance office staff

#### **College Planning and Applications**

- Plan and provide events or informational workshops for families to learn about the process.

- Meet with juniors and seniors on a monthly basis and predictable schedule during the school day to educate them on the college admissions process, build rapport with them, and answer their questions.
- Meet with any students or parents as needed
- Assist seniors with college applications
- Supervise sending of transcripts and documentation
- Write letters of recommendation
- Educate teachers about writing recommendation letters and assist with the submission of letters
- Provide information and resources to assist families with financial aid process
- Host annual Christian College Fair

### **Testing and Test Preparation**

- Assist with annual PSAT administration for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades
- Distribute scores and offer workshops to help parents and students understand and interpret scores.
- Review, implement, and promote test prep options
- Coordinate annual AP testing
- Review SSD testing requests and work with Academic Support Center to request services.

### **Career Exploration**

- Host aptitude/career assessment opportunities annually
- Develop and coordinate annual job shadowing program
- Maintain database of local professionals with which students can job shadow

### **Academic Advising and Scheduling (Grades 11 & 12)**

- Advise students on appropriate courses for their needs/abilities/goals
- Distribute student schedules
- Facilitate schedule changes

### **Academic Duties**

- Work with department chairs and principal to develop course offerings and write descriptions
  - Publish course selection guide annually
  - Create master HS schedule
  - Assist in the creation of master JH schedule
- Coordinate dual credit programs
  - Develop & maintain relationships with colleges
  - Supervise communication
  - Supervise & direct registration processes

## **Professional Development**

### **Attend yearly meetings in order to maintain professional competencies in**

- College admissions
- Testing
- Financial Aid
- Career exploration
- Tools and resources
- Legislative changes

### **Recommended meetings**

- 1 or 2 college guidance specific conferences (NACCAP, TACAC, CESA)
- 2 fly-in/drive-ins
- Admissions testing updates
- Multiple college-planned receptions

### **Create and implement a 3-year travel plan cycle for visiting colleges**

- Texas
- Regional
- National