  **Guidance Director Job Description**

|  |  |
| --- | --- |
| Job Title | Director of Guidance |
| Employment Class | 3 – Full Time Staff; 12-month |
| Reports to | Upper School Principal |
| Schedule | 40+/- hours per week; Normal weekday schedule is 7:30 to 3:30 pm; Occasional evening hours and weekend hours required; Summer - flexible schedule at the discretion of the Upper School Principal, with some work from home possible; average work day of 5 hours through July and the first 3 weeks of August. |

Wilmington Christian provides a distinctively Christian, innovative education that effectively develops Godly influencers who are well prepared for life after high school and who impact the culture for Christ. Building on the foundation of Scriptural truth, we teach students to grow in Christian character, to excel in academic proficiency, and to foster mentoring relationships. To carry out this religious mission, Wilmington Christian School employs likeminded people who through their speech, conduct, and ministry to students will further our religious purpose and beliefs.

**Purpose/Qualifications**

The primary purposes of the Guidance Director are: 1) to provide individualized academic and personal counseling to WCS secondary students, on both systematic and as needed bases, 2) to provide comprehensive post-high school preparation programs for all WCS Upper School students, and 3) to carry out the customary administrative functions of a first-rate guidance office.

 This position is critical to the fulfillment of WCS’s mission of cultivating Godly young influencers and the Guidance Director takes a long-term and individualized view of students’ academic and personal growth/progress and serves as a consistent guide for them throughout their upper school years and as they prepare for their God-given calling, including college and career choices.

Generally, it is expected that 50-60% the Guidance Director’s regular daily schedule will involve direct student contact, and 40-50% will be devoted to administrative functions of the office.

The Guidance Director will possess the following characteristics and qualifications:

1. Genuine relationship with Jesus Christ and an active commitment to a local evangelical church
2. Deep understanding of the Biblical worldview, including a Biblical philosophy of Christian education
3. Full commitment to uphold the WCS Statement of Faith and to serve in a way that is consistent with—and promotes-- the WCS beliefs, values, and mission
4. Obvious love and desire to joyfully serve all students
5. Ability to effectively innovate through new programs and initiatives that will strongly contribute to WCS’s transition into a modern, nimble institution
6. Ability to work collaboratively with colleagues in fulfilling the mission of the school
7. Masters degree in school counseling (preferred)
8. ACSI and/or state certification (preferred)
9. Commitment to continuous improvement in all facets of work
10. Excellent written and oral communication skills
11. Intermediate proficiency in MS Office and related applications
12. Thorough and up-to-date understanding of the college admissions process

**Roles and Responsibilities**

1. Oversee the implementation of a comprehensive Guidance Department Strategic plan that is immersed in the vision/mission/values/Portrait of a Godly Influencer of WCS and that puts a high priority on individualized support for students.
2. Track the academic progress of every upper school student (including students enrolled in the WCS homeschool program), with priority given to students in grades 9 through 12
	1. Meet with rising 9th graders to create a diploma completion plan
	2. Meet at least once per year with each student to discuss academic progress/goals and to review diploma completion plan
	3. Create individual student schedules and input into FACTS
	4. Ensure that the academic progress of Middle School students is being tracked by the Middle School Guidance Counselor
3. Provide support for 11th and 12th graders and their parents in the college selection/admission/financial aid process, including:
	1. Assist 11th and 12th graders to determine personal vocational/educational goals
	2. Meet regularly with 11th and 12th graders to track status of college admissions process
	3. Provide assistance to students applying to colleges
	4. Organize 2-3 school-organized college visits per year for upperclassmen. Priority to should be given to organizing trips to excellent Christian institutions.
	5. Invite college admissions personnel to visit the campus, including alternative higher education options, such as Unbound or online schools
	6. Schedule seminars for students and parents related to college admissions, financial aid, career planning, etc.
	7. Proactively inform students about potential scholarships (WCS scholarships; external, third-party scholarships; and college/university scholarships) and provide practical support in applying for scholarships
4. Carry out customary Guidance Office roles
	1. Give input and counsel to the Upper School principal on establishing each year’s master schedule
	2. Annually update WCS Secondary Course Catalog
	3. Oversee comprehensive use of Naviance Guidance Software
	4. Keep abreast of trends and issues in modern guidance counseling and college admissions via membership in applicable associations, regular connection with peers/experts in the field, and purposeful continuing education
	5. Administrate PLAN, PSAT, SAT, and AP exams, and provide information relative to other college admissions testing programs, such as SAT, ACT, etc.
	6. Work with the WCS team members to ensure that all student records and transcripts are accurate and up-to-date
	7. Manage and monitor WCS’s NCAA compliance for student athletes
	8. Track and record (for publicity and legacy purposes) graduation rates, college acceptances and enrollments, financial awards, ACT/SAT scores, other academic data, etc. for each graduating class
	9. Represent the Guidance office at all applicable school events and functions (Orientation Day, Meet the Teacher Night, etc.)
5. Promote the WCS Guidance Office
	1. Proactively communicate with students and parents about the services offered in the Guidance Office
	2. Provide regular information and updates to the Marketing Office to promote the work and success of the Guidance Office

**Relationships**

1. Hired by Upper School Principal with final approval of Headmaster
2. Reports directly to the Upper School Principal
	1. Guidance Director will provide regular written reports (including updates on all areas of responsibility) to the Upper School Principal
	2. Job performance evaluated annually by the Upper School Principal
3. Oversees other Guidance personnel, as applicable
4. Gives clerical assignments to members of the Upper School Office secretarial team, as arranged and planned in conjunction with Office Manager
5. Serves on the Student Life Committee and other committees and workgroups as necessary
6. Provides consultation to the Administration Team on an as needed basis