

## Job Description – Director of Academic Counseling Norfolk Christian High School

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### **The NCS Mission Statement:**

"It is the Mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's Ambassadors in the world."

In keeping with the above mission, the Guidance Department of Norfolk Christian Schools seeks to **"remove barriers to learning and promote the spiritual and intellectual growth of the students of NCS."** To accomplish these goals, the Director of Academic Counseling reports to the Upper School Director who evaluates performance regularly and annually.

To accomplish the above mission, the Director of Academic Counseling will be the administrator in charge of the following areas:

- A. College and Career Guidance
- B. Student Records, Testing, and 4-year Plans

### **A. College and Career Guidance**

1. Design and implement a program of *parent* education for college and career information that is innovative and exciting.
2. Design and implement a program of *student* education for college and career information that is innovative and exciting.
3. Maintain college and career resources in the guidance office and disseminate information to the NCS community.
4. Meet individually with juniors in the spring semester for the purpose of mapping senior year and implementing post-high school plans.
5. Attend counselor events at colleges to maintain up-to-date information about college admissions and financial aid.
6. Maintain contacts with college representatives and coordinate on-campus rep visits for high school students.
7. Create the Academic Profile that goes to colleges.
8. Write counselor recommendation letters for every senior as needed.
9. Serve as administrator of Naviance and train staff and families on its use.
10. Manage the Guidance department budget.
11. Assists with the planning and implementation of commencement.
12. Serve as the point person for our dual enrollment program and process.
13. Serve on the Upper School Management Team and the Student Support team.
14. Oversee the implementation of the Christian College Fair at NCS.
15. Determine Junior Marshals, Val/Sal, and junior book awards each spring.

### **B. Student Records, Testing, and 4-year Plans**

1. Supervise the Guidance department staff
2. Create and maintain a 4-year plan for every high school student
3. Evaluate and update course offerings each spring for the next year.
4. Assist Master Scheduler with student scheduling, including registration and the add/drop process.
5. Oversee the testing program, including ERB, PSAT, AP, ACT and SAT programs, as applicable.
6. Supervise the recording of grades and other information in the permanent records of students and the use of the software for these purposes (Blackbaud).