



Job Title:	Guidance Director / School Counselor
Date Written:	02/05/2024
<u>Reporting Relationship:</u> The Guidance Director/School Counselor reports to the High School Principal.	
<u>Brief Job Summary:</u> The Guidance Director/School Counselor oversees the college counseling, academic advising, and standardized testing programs of the school. In addition to embracing the mission and values of the school, he or she also develops strong relationships with students and faculty to effectively guide and support them through the college selection and application process and academic advising.	

Primary Duties and Responsibilities:

The following list of duties reflects the primary responsibilities of the Guidance Director/School Counselor. Other secondary duties may be assigned as needed.

College Counseling and Advising

Plans, designs, and implements college counseling programs and events for students and families to assist them in proper planning for college

Develops and implements successful new college counseling strategies and programs

Personally counsels all students (8th grade-12th grade), assisting the 11th and 12th grade students with college search and application process

Communicates regularly and frequently with students and parents regarding the college admission process

Identifies and establishes contact with schools that may be good matches for students through visits with college reps and campus visits

Coordinates visits to colleges and college fairs for students

Oversees visits from college representatives to Westbury Christian School

Manages all college counseling office data, systems and records, while ensuring the confidentiality of all information

Stays current with trends in college admission, higher education and national testing

Oversees and guides the faculty writing of requested recommendations for students applying to college

Academic Advising

Advises middle and high school students on academic and extra-curricular choices

Educates students and families about the high school courses; manages student schedules through the year, balancing their course load between AP and college track classes

Creates and deliver multiple workshops throughout the school year such as parent nights, understanding the PSAT/ACT, financial aid presentations, and speaker series

Assists in administering on-campus standardized testing, such as the PSAT, ACT and AP exams

Serves as the testing coordinator for ACT, PSAT and AP exams. Oversees the scheduling and coordination of all standardized test pre-administration preparations, training of proctors, and post-testing needs as outlined by College Board.

Serves as coordinator for dual credit and Ethos courses

Creates and balances the Middle and High School student schedules for grades 9-12

Maintains up to date records and transcripts

Prepares and delivers high quality and compelling communication through various modalities, including public speaking, Freshman Seminar classes, written communication, and presentations.

Attends meetings with parents, students, and faculty as needed.

Assists registrar with course registration, scheduling, course conflict resolution, etc.

Serves as a supportive resource for teachers in their work with students.

Social Emotional Counseling

Counsels students in setting realistic goals, develop decision-making skills and accountability; counsels students on how to manage their stress and anxiety

Effectively uses time to meet with students individually and with families building a relationship of trust

Respects students' rights to privacy, confidentiality, self-determination, and autonomy

Qualifications

A Bachelor's degree is required, advanced degree in school counseling preferred.

Four or more years of experience in college counseling at a secondary school level or in college admissions. Candidates with an equivalent combination of education and school/ counseling experience may also be considered.

Commitment to building a culture of belonging, balance, and wellness for all students.

Excellent communication skills, both oral and written.

Team oriented, skilled at building strong and trusting relationships, and committed to enthusiastically engaging with the life of the school community.

Detail-oriented with outstanding organizational and time-management skills.

Problem solving and critical thinking skills.

Ability to use applicable computer programs and databases and adept at learning new tools.

A growth mindset and comfort with change

Ability to work collaboratively and diplomatically with students, parents, faculty, staff, and administration in support of the mission of the school.

Additional preference for candidates with previous testing coordination experience.