

Job Title: Guidance Director
Status: Exempt/Full-Time
Pay: Salary
Reporting Official: Principal
Classification: Type II

The Guidance Director is the Head of the Guidance Department and supervisor of the college counseling ministry to the High School students. The primary purpose of the guidance should be two-fold: college preparation and career guidance. The Guidance Director provides spiritual leadership to students, staff, and parents, in accordance with the philosophy of the school and God's Word.

REQUIRED SPIRITUAL QUALITIES

- Acknowledge Christ as Savior and seek to live life as His disciple. Share the Christian faith with others. Have a Christ-centered home.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Actively participate in a local Bible-believing church. Have a conviction that God has called them to Christian school ministry.
- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Memorize and help fulfill the school's mission statement by recognizing the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task. Believe and actively support the school's statement of faith (attached).
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go." Proverbs 22:6 (NIV).

SPIRITUAL LEADERSHIP

- Reflect the purpose of the school which is to honor Christ in every activity.
 - Integrate Biblical principles and Christian philosophy of education throughout all activities.
 - Evidence the fruit of the Spirit in dealing with people.
 - Counsel students, teachers, and parents from a biblical point of view.
 - Involve parents in prayer and volunteerism as appropriate.
 - Be a model of God's ideal for leaders. Demonstrate leadership and facilitative skills.
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PROFESSIONALISM

- Have knowledge of the school's curriculum, standards, and Christian mission.
 - Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct. (Romans 1:18-32) Ensures the work environment is Christian-based, nurturing, wholesome, and loving.
 - Respectfully submit and be loyal to constituted authority.
 - Model good attendance. Attend work regularly and arrive punctually.
 - Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Meet everyday stress with emotional stability, objectivity, and optimism.
 - Display friendliness and a good sense of humor. Display courtesy and patience in dealing with others.
 - Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
 - Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
 - Collaborate effectively with colleagues on a wide range of tasks. Contribute to team projects.
 - Informs administration in a timely manner if unable to fulfill any assigned duty.
 - Actively pursue professional development opportunities. Obtain and maintain ACSI certification.
 - Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
 - Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.
 - Use acceptable English in written and oral communication and speak with clear articulation.
 - Demonstrates a commitment to and support of diversity by complying with SACS' EEO policies, regulations, and procedures.
 - Be open to new ideas, initiatives, and concepts in education. Recognize your own mistakes and take measures to correct them.
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ACADEMIC AND CULTURAL SUPPORT

- Attend staff meetings and training programs as deemed necessary by the school administration.
- Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
- Represent the school and its philosophy, leaders and curriculum in a favorable and professional manner to the school family and the general public.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Supervise extracurricular activities, organizations, and outings as assigned.

ESSENTIAL JOB FUNCTIONS

Administrative Leadership

- Hire, train, supervise, and annually evaluate the performance of assigned personnel. Forward completed evaluation to the Human Resources Director and provide personnel with copy of evaluation.
- Understand supervision and lead in a positive manner.
- Meet with colleagues to ensure coordination of programs and prompt problem resolution.
- Work effectively with a team and independently as needed to support the group effort.
- Provide a good learning environment by keeping proper discipline on the school premises.
- Articulate the school counseling program to students, parents, and staff. Conduct parent evening presentations for grades 9th – 12th.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Perform other tasks and assumes such other responsibilities as the Principal may assign.

Administrative Support

- Plan, implement, maintain, and evaluate the systems necessary for the support, maintenance and improvement of the school's counseling program. Establish a planning calendar for activities. Update the school profile.
- Assist administration in managing SACS' crisis and mental health support services to assist in meeting the students' academic success.
- Oversee and coordinates short-term and/or permanent academic accommodations. Directly managing students in 11th-12th grade.
- Assist administration in working with faculty regarding student concerns.
- Review and maintain curriculum alignment with college admission requirements.
- Schedule academic award and scholarship presentations. Oversee nominations for student honors.
- Oversee students with scholarship, college entrance, and financial aid applications.
- Plan, implement, and oversee all guidance events/trips such as parent presentations, HS course scheduling day, new student orientation, Private Schools of SA College Fair Committee, college trips, and other events as designated by the secondary principal.
- Directly planning and attending any 11th grade college visits.
- Attend university counselor updates and visits colleges as needed to obtain information for SACS families.

College Guidance Counseling

- Oversees and coordinates college advising with new families in reviewing incoming test scores/transcripts to aid in planning course selection at SACS and future college trajectory.
- Assist and coordinates that every student receives individual college trajectory planning.
- Assist in identifying students who need accommodations.
- Oversee college applications.
- Review and process 12th grade students regarding college readiness.
- Provide individual planning sessions to students in the areas of academic planning and success, career awareness in accordance with planned objectives for grade level. Directly counseling every 11th -12th grade student.
- Provide information to parents, school staff, and administration to assist in helping students in academic and career development.
- Inform students and their parents of test results and their implications for educational and career planning.
- Provide individual and small group counseling in a variety of settings.

Transcripts and Scheduling

- Assist in reviewing incoming transcripts for new students.
- Oversee scheduling for all students in appropriate courses in alignment with state graduation requirements.
- Directly oversees any scheduling conflicts for students whose schedule is non-traditional.
- Directly manages schedules for all 11th and 12th Grade students.

Dual Credit and Testing

- Oversees all Dual Credit programs. Meet with college admission counselors. Liaison for Colleges to coordinate Dual Credit course offerings.
- Directly advising 11th-12th grade students.
- Oversees, orders, plans, and coordinates all PSAT/ACT Aspire Testing. Directly managing 11th-12th grade students.
- Oversees, orders, plans, and coordinates all AP Testing.
- Coordinates with the school's Guidance Counselors as the Services for Students with Disabilities(SSD) Coordinator for ACT and SAT testing.

Parents and Community

- Meet and advise parents as to progress toward promotion/graduation and any additional educational assistance as needed.
- Ensure all guidance communication is updated and on the school's website/intranet portal.

Safety

- Do not allow unauthorized people in the buildings after hours. Be vigilant for strangers entering the school, and politely offer assistance.
 - Ensure those entering the school state their business, and notify an administrator if someone seems suspicious.
 - Know and follow the procedures for issues of an emergency nature. Assist with required emergency safety drills in coordination with school leadership.
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PROFESSIONAL QUALIFICATION

- Master’s degree from an accredited postsecondary institution with a preferred minimum of five years’ experience.
- Certification or be willing to complete the requirements for certification.
- PC proficient with knowledge of standard software, including Word, Excel, PowerPoint, and Outlook.
- Excellent oral and written communication skills. Be able to multi task and problem solve.
- Valid driver’s license, reliable transportation, and be insurable.
- Be willing to participate in continuing opportunities that will increase proficiency and job skills.
- Be at least 24 years of age and pass a criminal background check.

Physical Requirements to fulfill the Essential functions of _____ Guidance Director

FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	SELDOM	FREQUENT	DAILY
OUTDOOR DUTY		X	
COLD (50 °F or lower)	X		
HEAT (90 °F or higher)	X		
CHEMICALS/SOLVENTS/GAS	X		
NOISE		X	
HIGH STRESS			X
CLIMBING STAIRS			X
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
KNEELING	X		
BENDING	X		
REACHING OVER SHOULDER		X	
REACH CHALKBD HEIGHT		X	
PUSHING	X		
PULLING	X		
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs		X	
More than 50 lbs	X		
LIFTING OVER SHOULDER:			
Up to 20 lbs			X
Up to 50 lbs		X	
More than 50 lbs	X		
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs		X	
More than 50 lbs	X		
OPERATE MACHINERY			
TELEPHONE			X
COPIER/PRINTER			X
COMPUTER/TABLET			X
AV EQUIPMENT	X		
OTHER REQUIREMENTS			
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS			X
DRIVING		X	

Date job description last reviewed:

10/20/2021

Reviewed by:

HR

Doctrinal Statement of Faith

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.
- We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in "that blessed hope" the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born-again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Lifestyle Statement & Declaration of Moral Integrity

San Antonio Christian Schools is a religious, nonprofit organization representing Jesus Christ throughout the local community. SACS requires its employees to be Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6: 40).

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that we seeks to inculcate in our students. As an applicant for a ministry position as an employee or as a volunteer at SACS, I recognize, understand, and agree to live by the Christian moral standards of SACS.

Employees are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Employees are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The SACS Doctrinal Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). SACS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

SACS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of SACS that each employee will have a lifestyle in which "He may have the preeminence." (Col. 1:18, NKJV).

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.