



Job Description: Director of the Calling and Career Center

Position Overview: The Director of the Calling and Career Center provides comprehensive academic, career, and spiritual guidance to students, supporting their spiritual, academic, and career development. This role emphasizes personalized planning, implementation of programs for postsecondary success, and alignment with Master's Academy's Christian values and strategic goals.

Responsibilities:

Academic, Career, and Spiritual Guidance:

- Manage student transcripts and provide guidance on scholarship opportunities, including programs like Bright Futures.
- Organize and oversee dual enrollment programs and standardized testing (SAT/PSAT, IOWA).
- Conduct academic and career planning sessions for students in grades 8–12, ensuring alignment with postsecondary goals and spiritual development.
- Facilitate personalized career planning aligned with students' goals and Christian values.
- Teach a High School Prep Course, equipping middle school students with academic and organizational skills for success.
- Coordinate and administer assessment tools including PLACE, MMBTI, StrengthsFinder 2.0, etc.

Career Initiatives:

- Plan and execute an annual career fair for upper school students.
- Oversee the Junior Apprenticeship Program to enhance career exploration and provide vocational experiences.
- Collaborate with faculty to integrate career readiness into the curriculum.

Student, Family, and Spiritual Support:

- Provide individual counseling for academic, career, and spiritual concerns.
- Facilitate the Senior Development Program, supporting college readiness, career planning, and spiritual growth.

- Assist with organizing retreats and ceremonies, including the High School Retreat and Upper School Awards Chapel, to foster spiritual leadership and team-building.
- Support spiritual growth initiatives such as leadership retreats, spiritual emphasis weeks, and mentoring programs to develop students' biblical worldview and servant leadership.

Strategic Alignment:

- Collaborate with faculty and administration to align academic and career counseling programs with the school's strategic goals for academic excellence, leadership development, and spiritual formation.
- Support specialized academic pathways (e.g., business, medical, law, aviation, and engineering) to prepare students for future success.
- Guide students in the C.S. Lewis Honors Program by assisting with course selections, thesis projects, and leadership opportunities.
- Promote student participation in service projects and community outreach programs to foster engagement, integrity, and Christian values.

Communication and Coordination:

- Publish monthly newsletters for students and families, highlighting academic, career, and spiritual resources.
- Support Back-to-School Week activities for upper school faculty and students, ensuring effective communication and a smooth transition.

Qualifications:

- Bachelor's degree in Counseling, Education, or a related field; Master's degree preferred.
- Minimum of 3 years' experience in academic advising, counseling, or career planning.
- Strong organizational, communication, and interpersonal skills.
- Experience with student scheduling, dual enrollment, and college/career readiness programs.
- Proficiency in educational software systems (e.g., FACTS, SMS).
- A commitment to Christian education and the ability to integrate faith into guidance practices.

Additional Requirements:

- Active participation in the spiritual life of the school.
- Demonstrated ability to mentor and encourage students to grow spiritually, academically, and professionally.
- Ability to maintain confidentiality and a professional demeanor at all times.