



POSITION OVERVIEW

Job Title: Academic and Career Counselor

Campus: Upper School

Reports to: Director of Academic Counseling

Status: Full-time, 10 month employee

Start Date: August 1, 2024 *There is an hourly stipend for work done before the start date.

Job Description

The Academic and Career Counselor at Norfolk Christian Schools will guide students as they set goals and make plans in the process of seeking their calling in life. He or she will develop a new program that prepares students for leadership and service in their careers by teaching them professional and leadership skills, then offers them the opportunity to put these skills into practice in local internships. This role also includes networking on behalf of students and planning and executing both personalized meetings with individual students and their families and informational meetings for larger groups. The Academic and Career Counselor collaborates closely with school administrators, faculty members, and external partners. The ideal candidate for this position will have a passion for helping students find their career paths and use their God-given skills and talents to advance His kingdom through their work.

Qualifications

- A personal faith in Jesus Christ lived out in Christian character and worldview
- Bachelor's degree in Education, Business, or related field
- Experience in program development, preferably in an educational or internship setting
- Teaching and/or career counseling experience preferred
- Knowledge of career development principles and practices
- Strong interpersonal skills and the ability to build rapport with students, parents, and industry partners
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office and Google Suite

Job Responsibilities

- Develop and implement *Ambassadors at Work* Program:
 - Design and teach a comprehensive curriculum that integrates hands-on industry experience with academic, professional, and leadership learning objectives. Tailor curriculum materials to align with diverse student interests and career pathways.
 - Cultivate and maintain relationships with a wide range of industry partners directly connected with Norfolk Christian Schools and beyond. Collaborate with businesses and organizations to secure internship placements and facilitate meaningful learning opportunities for students.
 - Provide ongoing support and guidance to students throughout their internship experiences. Conduct regular check-ins, offer mentorship, and address any challenges or concerns that arise during the program.
 - Manage program logistics, including scheduling, transportation arrangements, and documentation requirements. Coordinate with school administrators, faculty, and external partners to ensure smooth operation of the program.
 - Serve as the primary point of contact for students, parents, and external stakeholders regarding the Ambassadors at Work Program. Communicate program details, expectations, and achievements through various channels, including presentations, newsletters, and social media.

- Recruit and coordinate visits from representatives of technical schools, apprenticeship programs, and the military, as well as entrepreneurs and individuals in careers of interest to students.

- Meet individually as needed with students in grades 6-8 and their parents to discuss course selection and placement, future goals, and 4-year plans.

- Assist in planning and executing Guidance Department events.

- Stay informed about industry trends, educational best practices, and internship program innovations. Pursue opportunities for professional development to enhance program effectiveness and student outcomes.

- Carry out other duties and responsibilities as assigned by the Director of Academic Counseling.