



High School Guidance Director

Position:

High School Guidance Director (Grades 9–12)

School Overview:

Founded in 1967, North Hills Christian School (NHCS) is a Christ-centered, college-preparatory school dedicated to providing students with a rigorous academic program grounded in biblical truth. Our mission is to “equip the hearts and minds of students to impact the world for Christ.” NHCS seeks to cultivate servant leaders who think critically, live biblically, and pursue excellence in faith, academics, fine arts, and athletics.

Position Summary:

North Hills Christian School seeks a High School Guidance Director to provide comprehensive academic, college, and career guidance for students in grades 9–12. This role requires a relational, organized, and faith-driven leader who supports students’ academic progress, spiritual formation, and post-graduation planning while partnering closely with families, faculty, and administration.

The Guidance Director will help students discern their God-given gifts, navigate academic pathways, and prepare for college, career, and life through a biblical worldview.

Primary Responsibilities:

Academic Guidance & Student Planning

- Provide individualized academic advising to students in grades 9–12, including course selection and long-term academic planning.
- Monitor student progress toward graduation requirements and address academic deficiencies through proactive intervention.
- Conduct annual academic planning meetings with students and parents, including graduation checks for seniors.
- Assist the Principal with FACTS Student Information Systems updates and academic scheduling and planning.



- Maintain accurate academic records, transcripts, and graduation documentation.
- Schedule and teach guidance seminars for each grade level, 9-12.
- Schedule and teach at least two guidance seminars per year for grades 6-8, in preparation for HS.

College & Career Counseling

- Guide students and families through college and career exploration, application processes, and post-secondary planning.
- Meet one-on-one with students regarding college, career, and calling.
- Assist with college applications, essays, recommendations, and transcript submissions.
- Educate students and families on financial aid, scholarships, and admissions timelines.
- Develop and maintain relationships with college admissions representatives and coordinate college visits and fairs.
- Support dual enrollment coordination (e.g., Rowan-Cabarrus Community College, Catawba and Cedarville University) and career pathway advising.
- Provide career assessments and resources to help students identify strengths and future opportunities.
- Partner with local businesses and service organizations to develop targeted job shadowing experiences and internships.
- Help Juniors and Seniors find and enroll in internships and job shadowing opportunities.

Testing & Data Coordination

- Assist the Coordinator of Curriculum and Assessment with the administration and oversight of standardized testing, including SAT, ACT, PSAT, AP, and other assessments.
- Support test registration, communication with students and families, materials organization, proctor coordination, and testing procedures.
- Help analyze and communicate test results with students, parents, and administration as appropriate.
- Maintain accurate testing records and assist in compiling data for school profile updates and institutional reporting.
- Support compliance with testing agency policies and procedures.
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Events, Programs, & Leadership Support

- Assist in planning and leading college and career readiness initiatives, parent nights, and guidance workshops.
- Coordinate and plan the bi-annual school-wide College and Career Fair.
- Support senior events, graduation preparation, and awards coordination as needed.
- Participate in student “score-carding” meetings and parent conferences.
- Provide guidance resources and updates for the school website and communication platforms.

Administrative & Collaborative Responsibilities

- Maintain accurate student records, transcripts, and documentation for colleges, scholarships, and programs.
- Update and maintain the school profile and guidance-related data annually.
- Collaborate with the High School Principal, faculty, and administration on student success initiatives.
- Stay informed on trends in college admissions, testing, and student support services.
- Perform additional duties as assigned by the High School Principal.

Key Skills & Attributes:

- A deep commitment to the mission, vision, and biblical worldview of NHCS.
- A pastoral heart for students and a passion for mentoring young people.
- Strong organizational and data management skills.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to manage multiple deadlines and confidential information with discretion.
- Strong relational skills when working with students, parents, faculty, and external partners.
- Proficiency with academic planning tools, Google Suite, and college planning platforms (or willingness to learn).
- Must be able to meet strict deadlines and consistently communicate deadlines and reminders to families and students.



Qualifications:

- Bachelor's degree in counseling or education required (Master's degree in school guidance or education strongly preferred).
- Experience in school counseling, academic advising, or college counseling preferred. Strong understanding of college admissions, graduation requirements, and standardized testing.
- Ability to integrate Christian faith into counseling and student guidance.
- Experience in a Christian school setting is preferred but not required.

Work Schedule & Environment:

- Full-time, 12-month position with some summer responsibilities.
- Office located within the High School; frequent interaction with students, parents, and faculty.
- Occasional evening events (parent meetings, college nights, testing coordination).
- Reports directly to the High School Principal.

North Hills Christian School faculty and staff affirm a Statement of Faith and are expected to uphold biblical principles in all aspects of their work.

To Apply:

Interested candidates should submit a cover letter, résumé, and references to Dr. Chris Crabtree ccrabtree@northhillchristian.com. Applications will be reviewed on a rolling basis until the position is filled.