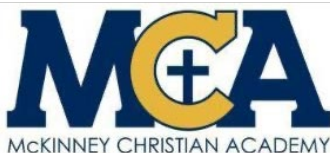


McKinney Christian Academy exists to honor Jesus Christ by teaching students to live biblically through education of mind, body and spirit.



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McKinney, TX 75071  
(214) 544-2658

## DIRECTOR OF ACADEMIC & COLLEGE GUIDANCE

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The McKinney Christian Academy Director of Academic and College Guidance is responsible for creating and maintaining a college ready culture. A partnership with parents, administration and faculty will ensure the MCA program and environment equips and prepares students for post high school academic, spiritual and career success.

**Responsible To:** The Director of Academic and College Guidance reports directly to the Upper School Principal and maintains positive working relationships with the Registrar, Directed Studies Director, all K-12 faculty and staff, and all Upper School students and parents. This is a full-time, twelve-month position with exempt status.

### **Overall Responsibility & Duties:**

#### ***Academic Counselor***

- Annually prepare and publish the MCA Academic Planning Guide and Course Descriptions
- Prepare and facilitate annual parent academic guidance sessions
- Prepare and facilitate annual 8th grade orientation to the upper school - student session and parent night
- Prepare and facilitate multiple in-class group academic guidance meetings with students
- Guide students and parents through the 4-Year Academic Planning process, advising on appropriate course selection for the student in alignment with his or her personal goals
- Facilitate the annual course request process
- Manage process for advanced course approvals and applications for courses
- Review academic history of new students and advise staff on special needs
- Provide academic coaching for individual students as needed (non-DS students)
- Intervene with students demonstrating academic struggles, working with student, family and faculty on a plan for success
- Counsel individual students for academic, social, and spiritual wellness
- Work closely with the Licensed Professional Counselor for student or family referrals
- Oversee any online course enrollments for credit recovery, advancement or transfer students needing coursework
- Facilitate and/or participate in group parent-teacher conferences or private conferences
- Secondary support for submission of ACT and College Board accommodations requests (managed by Directed Studies department)
- Create and implement upper school standardized testing plan
- Communicate standardized test scores and interpretation of data to students and parents
- Manage academic probation process
- Assist registrar with creation of student schedules
- Assist students in finding appropriate enrichment programs for growth or acceleration
- Continually evaluate course offerings in alignment with college preparedness
- Maintain Academic Guidance webpage

#### ***Academic Support for Faculty & Staff***

- Partner with faculty to support them and best serve MCA students and parents
- Advise faculty on application of academic policies
- Counsel with faculty regarding students with unique academic or personal needs
- Facilitate group parent-teacher conferences
- Participate or facilitate individual parent-teacher conferences or student meetings as needed
- Analyze test score data for use in department curriculum evaluation and planning
- Participate in academic review of upper school admissions applicants
- Coordinate with Dean of Students on student needs affecting academics, including excessive absence review
- Partner with Registrar on course change requests and creation of student schedules
- Assist International Student Program Director on unique academic and college needs for international students

### ***College Counselor***

- Prepare and hold group student advising sessions, corporate parent guidance sessions and individual family/student guidance meetings
- Maintain relevant expertise by attending workshops, visiting college campuses, participate in fly-ins, attend college update sessions, creating a network of strong professional relationships (Individual colleges, NACCAP, NACAC, TACAC, ACT, College Board, etc.)
- Invite and host college admissions staff to visit MCA and our students
- Develop knowledge of admissions policies and philosophies at leading institutions of most interest to students
- Annually create and publish MCA College Application Manual
- Plan and conduct College Application Workshop for juniors and parents
- Assist with college, scholarship and financial aid applications
- Serve as a liaison between the student and college, advocating for the student's benefit
- Oversee the document submission process for college applications
- Advise and train faculty on admissions and scholarships recommendation letters, forms and Naviance process
- Write & upload Counselor Evaluation Letter for all seniors; prepare all required application forms on multiple application platforms
- Write Recommendation Letters for high school students for scholarship applications, summer programs or other needs
- Maintain North American Coalition for Christian Admissions Counselors (NACCAP) Membership, staying abreast of trends in Christian higher education
- Meet individually with students and parents regarding college planning
- Coordinate student use of Naviance student for self-discovery, career and college exploration
- Research and promote summer enrichment programs for student growth
- Plan and implement annual student week-long trip to educate and prepare students for effective college applications. Travel on this trip is required and student care essential.

### ***NCAA and NAIA Prospective Student Athletes Advising and Recordkeeping***

- Advise prospective college athletes on registration, academic eligibility and recordkeeping requirements
- Annually review NCAA approved course list and request approval for new courses
- Maintain both NAIA and NCAA school accounts and recordkeeping

### ***Naviance System Administrator***

- Contract management, annual negotiations and contract renewals
- Enroll all new students and parents
- Maintain all staff, student, parent accounts
- Technology support and troubleshooting for all stakeholders
- Train upper school faculty, students and parents on system use
- Participate in webinar trainings and Naviance conferences to maintain understanding of system and present changes

### ***Dual Credit Partnerships & F-1 International Status***

- Facilitate Dual Enrollment Agreements, implement MCA programs to meet contract requirements
- Educate faculty, students and parents on the dual credit program, student expectations, policies, FERPA, and student support services available.
- Evaluate student credentials and approve enrollments
- Oversee the student registration process with assistance from the Registrar
- Serve as Primary Designated School Official (PDSO) to maintain school status as a school authorized to enroll F-1 Visa holding students
- Prepare and update I-20's for admitted international students; register students
- Maintain accurate student information in the Student Exchange and Visitor Information System (SEVIS)

### ***Collaboration and Upper School Team Support and Liaison with Community Groups***

- Responsible for annually updating and publishing MCA School Profile in accordance with college requirements for applications and MCA purposes for prospective families
- Assist with annual Parent-Student Handbook and Policy evaluation and revisions
- Annually update academic policies in the handbook
- Provide data for Annual Report, social media promos, newspaper articles, and others as needed
- Counsel with teachers and families for student referrals to Directed Studies
- Communicate community service opportunities and encourage students to make service a priority; this role does not manage the student recordkeeping.
- Assist with admissions tours or events when needed
- Promote positive relationships with community groups that support our students

**General Requirements, Competencies and Experience:**

- Bachelor's Degree required; Master's Degree preferred with focus on Counseling, Education, or Business
- A minimum of 3 years of college counseling or administrative experience strongly preferred
- NACCAP Counselor Certification preferred (or willing to pursue certification)
- Called to, committed to, and growing in Christ
- Accountable as a member to a local evangelical church
- Possesses a maturing Biblical worldview
- Understands confidentiality and professionalism
- Concurs with MCA Statement of faith, mission statement and morality expectations
- Exemplary communication skills (written and spoken English)
- Punctual for all daily duties, staff devotions, meetings, conferences, etc.
- Strong assessment, analytical and diagnostic skills
- Ability to serve as an academic coach
- Proficient in technology and budget management
- Innovative and flexible

**Acknowledgement:**

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**Printed Name**

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**Date**

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**Signature**