



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Mississinewa High School Director of Guidance**

**Job Description:**

Provide leadership to a comprehensive College and Career Readiness Program that encourages and empowers students to reach their personal, social, and academic potential. Responsible for implementing the planning, delivery, assessment, and ongoing improvement of a guidance and counseling program that is data driven. Able to organize and delegate responsibilities to a team within the guidance department to support our school.

**Qualifications:**

- Appropriate Indiana Counseling/CTE/Administrative License
- Highly motivated individual with the ability to relate to all stakeholders

**Responsibilities:**

1. Responsible for all data reporting (dual credit data, 30A/CTE data, graduation data, etc.)
2. Work with Administration to Develop Master Schedule & Update PowerSchool to Reflect New Courses
3. Social/Emotional, Academic & CCR Counseling for ECHS Cohort 9th-12th
4. Graduation Data Reporting for Seniors in ECHSA Cohort (GR Tab & Scholartrack)
5. Responsible for 21st Century Scholar Completion for students in ECHS Cohort
6. Dual Credit Data
  - a. Rostering for all dual credit classes (both Ivy Tech and IU)
  - b. Ensure students who don't qualify take the Knowledge Assessment
  - c. Create/Update BINGO sheets for Indiana Core completion and certificate completion
7. Monitor ECHS room and oversee students working online to achieve Indiana Core
8. Work with Administration to Develop Dual Credit/ECHS Programming
9. Collaborate with ECHS ½ day Ivy Tech staff to provide appropriate information to all grade levels on ECHS and Ivy Tech course offerings
10. Build community partners with the business community
11. Coordinator for ASVAB (Ordering, Planning, Test Administration, Result Follow-up)
12. Maintain Social Media Accounts for news and announcements for Mississinewa High School Guidance Department and Tribe University (ECHS)
13. Provide information for students and parents concerning financing a college education; provide information for an annual financial aid meeting; and assist in completing the FAFSA
14. Coordinate visits from colleges, universities, and technical schools for interested students 9-12 grade
15. Coordinate local businesses for Career Days for 9-12 grade students
16. Serve as NCAA and NAIA school representative
17. Other responsibilities as determined by Mississinewa High School Principal

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*