Diploma Consultant
Job Description

Title: Diploma Consultant
Position: Diploma Consultant
Reports to: Diploma Program Director
Supervises: N/A
Works closely with: Diploma Program Director, Administrator and Coordinator

Purpose:
A consultant consults with Diploma families in regard to the academic goals of their students. During consultations, the consultant assists parents in the development of their student’s Course Plan. A Course Plan is the list of courses for the upcoming academic year that meets VPSA requirements and parents’ academic goals for the student. The Course Plan also lays out future courses looking towards graduation. The consultant serves as an expert on VPSA Certification and Graduation Requirements.

A consultant will provide one of two levels of counseling for families; in some cases a consultant will have students at both levels of service.

- Classic Service – Once a year meeting with the family to discuss their schedule for the upcoming year and some discussion of future years. Their Course Plan on the Diploma Program Website is updated. The meeting is approximately one hour. It may include counseling in college planning, academic concerns and other student-specific questions.
- Premium Service - Relationship with a family is established with the consultant for the year. The consultant assists the family logically with class schedule, class registration and book ordering. They will also confer with the family to create or update the student’s Course Plan on the Diploma Program Website. The parent works with the consultant throughout the year to answer their questions related to the school and their student’s performance.

Core Competencies:
- Understanding of classical education and education in general
- Familiar with VPSA curriculum
- Experience in the field of education highly preferred
- Has a servant’s heart and is customer relationship minded
- High level of professionalism

General Job Responsibilities:
- Keep a two-week window of available consultation times on Google Calendar worksheet.
- Learn and apply the specific requirements of the Diploma and Certification program.
- Participate in training and professional development provided.
- Provide guidance services to Diploma Program families during consultations.
- Confirm course plans in Diploma Program Website.
- Maintain a clear record of student counseling

Evaluations:
- Consultants will be evaluated yearly by the Diploma Program Director.