



Position: Guidance Counselor

General Purpose: The Guidance Counselor plans, supervises and provides professional guidance services designed to help each student establish a strong academic, social, emotional and physical foundation so that he may be successful in school and life in the future. S/he provides prevention, intervention and crisis counseling services to students as appropriate. The Guidance Counselor will also coordinate the school's state testing.

Main Job Tasks, Duties, and Responsibilities

- Guidance and counseling services
- Demonstrate knowledge of state regulations for guidance and counseling services
- Develop an annual long-range plan, based on identified student needs, that reflects national school counseling standards and state program components related to Core Virtues and guidance curriculum, individual student planning, responsive services, and system support
- Develop appropriate short-term goals, including aligned activities, resources, and schedules, to ensure full implementation of the long-range plan
- Plan and conduct continuous program evaluations and maintains appropriate program accountability documentation
- Provide group and individual counseling services that promote student educational, career, personal, and social development
- Provide effective direct and indirect consultation services to deliver appropriate information and assistance to parents/guardians, students, and colleagues
- Coordinate guidance and counseling program services with school and community services, programs, and/or agencies
- Coordinate and manage all state testing
- Assist with college and opportunity fairs for students and families
- Follow the South Carolina ADEPT Performance Standards for Guidance Counselors
- Assist with 504 and related student specific plans
- Build community by contributing to school message boards, newsletter and events
- Participate in staff meetings and professional development sessions
- Participate in the Mentoring program as either a Mentor or a Mentee
- Communicate with colleagues and supervisors on a regular basis
- Maintain confidentiality as required by the school and by law
- Serve as school STC
- Additional duties as assigned

Job Skills & Requirements:

- Bachelor's degree in related field
- South Carolina State Certification in Guidance

Application Directions: Please send a cover letter, resume, and a list of three professional references to careers@libertaswoodruff.education