

# Lowcountry Leadership Charter School

|                       |   |
|-----------------------|---|
| Position Title        | Upper School Guidance Counselor   |
| Work Schedule         | 205 Day Employee Agreement  |
| Work Hours            | 7:30am-3:30pm   |
| Salary                | Salary based on education and experience, commensurate with LLCS Salary Scale |
| Position Closing Date | Open Until Filled   |

## Position Requirements:

- Masters Degree in counselor education, school counseling, mental health counseling, social work, or related education field
  - SC Educator Certificate in School Counseling, or ability to obtain certification within time frame outlined by School Leader

The School Counselor that represents the Upper School at **Lowcountry Leadership Charter School** is responsible for the following:

- Offering indirect and direct services to students including: individual short-term counseling, small group sessions, and ASCA aligned school-wide lessons to support academic, social-emotional, and college-career development
- Facilitates individual graduation plan meetings (IGPs) with students in 8th-12th grade once per academic year
- Reviewing student records/high school transcripts/processing transcripts requests
- Course scheduling and academic/career advising
- Incorporating the school's SEL curriculum into classroom guidance lessons
- Analyzing student data to determine students' needs
- Provides updates to administrative team regarding student support needs and communication
- Coordinating select academic programs, such as Virtual SC, credit recovery options, Advanced Placement, and dual credit programs
- Creating college and career readiness programming, hosting family education workshops
- Supporting students through the college application process including financial aid literacy and writing letters of recommendation
- Partnering with the school testing coordinator to support standardized testing programs including SAT/ACT, ASVAB, career assessments, and state assessments
- Participating as a member of the MTSS (Multi-Tiered System of Supports) Team; developing attendance/truancy intervention plans
- Partnering with community members, supporting school/students
- Collaborating with the school leadership team on various initiatives, including attendance at select evening or weekend events
- Maintaining a school counseling webpage on the school website
- Assisting with School-Wide Event Planning (Graduation, High School Invitational, Awards Ceremonies)
- Collaborating with Lower School Counselor and Career Specialist to host events/initiatives including Career Week, Red Ribbon Week, SEL related initiatives
- Attending professional development opportunities and school counseling related conferences