



South Carolina VIRTUAL CHARTER SCHOOL

Est. 2008

2023 Platt Springs Road, West Columbia, SC 29169

www.scvcs.org

Position Title: School Counselor	
Department: School Counseling	
Reports to (Title Only): Principal	
Work Location: Hybrid	Position # of days: 195, 215
Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	
Position Type: Certified	
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	

Job Description

Position Summary:

Under the supervision of the Principal, the School Counselor supports the academic, social-emotional and college and career readiness of students. The counselor collaborates with students, families, teachers, and staff to ensure students receive the guidance and resources needed for success in a virtual learning environment. This role includes partnering with families and school staff to provide proactive support, remove barriers to learning, and promote student achievement and well-being.

Job performance is evaluated annually.

Required Qualifications:

Minimum five years of relevant experience, master's degree; current South Carolina School Counselor educator certificate; demonstrated problem solving ability; strong communication skills; ability to effectively collaborate with all stakeholders; self-starter with the ability to work with minimum supervision; competency in Microsoft Office and Google Suite.

Preferred Qualifications:

Experience with distance learning and familiarity with content delivery platforms and learning management systems.

Essential Duties:

- Serve as the primary point of contact for new students and families after completion of the admission process; acting as liaison between parents, students, and teachers.
- Establish pro-active, clear, and consistent communication procedures and expectations for students and families.
- Train and support students with school set-up, initial login, basic computer navigation, and materials access issues to ensure a successful start.

- Utilize state department course progression models to make sound academic placement decisions.
- Develop and maintain a timely Individualized Graduation Plan (IGP) for assigned students. (Grades 8 – 12)
- Regularly review student grades, report cards and transcripts (when applicable), and other academic data to identify students in need of academic support or intervention through the SAFE program.
- Collaborate with the Student Support team to monitor and support students' academic progress while they participate in the SAFE program.
- Provide direct support to students and families through scheduled Zoom meetings, asynchronous online support, and by maintaining the Homeroom course in Schoology with up-to-date information.
- Build strong rapport with students by communicating high expectations and demonstrating an active interest in their progress.
- Proactively work with teachers to monitor and track student academic progress.
- Provide administrators with data to support school-level quality assurance and improvement efforts.
- Follow all established truancy procedures.
- Follow up daily with students who have not logged on.
- Identify and address student concerns including excessive absences, at-risk behaviors, mental or physical concerns, and family or peer relationship issues.
- Report suspected child abuse or neglect as required by law.
- Schedule, attend and coordinate parent-teacher conferences and maintain regular communication with families.
- Support cradle-to-career exploration with career inventory and assessment tools, incorporating results into annual IGPs, and encouraging students to participate in virtual and in-person career presentations. Middle School Counselors will be responsible for the monitoring of students' progress in their Career Exploration course, including grading and reporting.
- Respond to inquiries from prospective families by providing information about school programs, expectations, and the virtual learning environment in a timely and professional manner.
- Participate in and/or facilitate town hall meetings as directed by the Grade Band Principal.

Other Duties:

- Participate in the creation and/or distribution of newsletters and other pertinent information to assigned caseload as determined by the Grade Band Principal.
- Serve as a sponsor or co-sponsor for a school club or organization.

Work Environment:

- Hybrid position requires a set schedule of two days in the office each week with one of those days being Wednesday. Attending an in-person event, such as testing, social outings, or a face-to-face meeting, cannot be substituted for an in-office day.
- Required travel for student events, position-related training, student testing and other events as determined by administration.

Compensation:

- Certified salary schedule according to educator certificate level of education and years of experience.
- Eligible for PEBA health and retirement benefits.
- Annual paid sick and flex leave.

Physical/Mental Requirements:

Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components; Ability to sit for extended periods of time and to effectively deal with stress associated with meeting job related deadlines.

Exerting up to 10 pounds of force occasionally and able to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Moderate stress/fast paced environment with fluctuating deadlines.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

The Charter Institute at Erskine and South Carolina Virtual Charter School do not discriminate on the basis of race, color, national origin, sex, disability, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

To apply, please send cover letter, resume and educator certificate to resume@scvcs.org.