

School Counselor Job Description 2023-2024 School Year

ABOUT US:

Midlands STEM is a tuition-free, 4K-12 public charter school in the heart of Winnsboro, SC. We currently have one class per grade level and just under 225 students. This allows our teachers opportunities for more individualized hands-on, rigorous learning experiences. Our shared leadership model encourages all faculty and staff to have ownership in the decision-making and systems management of the school. We have created a dynamic, family oriented, culture where all are appreciated and accountable for the overall success of the school. Individuals wanting to apply should be flexible and creative, as we look to expose our scholars to innovative, cross-curricular learning experiences and create avenues for self-expression through core and elective subjects. *We offer PEBA health benefit packages and matching 403b. Merit bonuses are also available for those whose students demonstrate qualifying growth.*

JOB SUMMARY:

A Guidance Counselor, or School Guidance Counselor, provides advice and helpful resources to students regarding certain personal and academic situations. Their main duties include offering counseling to students or Teachers, conducting group counseling sessions to help students develop their personal and academic skills and providing career advice and guidance to high school students.

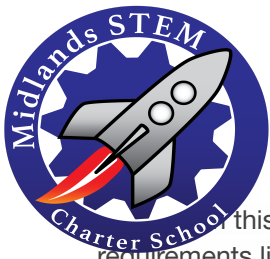
Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develop schemes of work, lesson plans and assessments that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on student work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Work with grade level PLC to develop and implement weekly STEM related activities.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A/B.S degree in teaching from an accredited institution or related field teaching.
 - South Carolina State certification in teaching in the appropriate subject area.
 - Ability to establish and maintain cooperative and effective working relationships with others.
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- Ability to communicate effectively orally and in writing.
 - Must have the ability and proven ability to report to work on a regular and punctual basis.
 - Perform all other related work delegated or required to accomplish the objectives of the total school program.
 - Knowledge and implementation of relevant technology.
 - Meet professional teacher education requirements of school, district and state.

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 30 pounds.