



## PEE DEE INNOVATION AND LEADERSHIP ACADEMY

PO Box 1483 | LAKE CITY, SOUTH CAROLINA | 29560 | PDILACADEMY@GMAIL.COM | WWW.PDILACADEMY.COM  
WWW.FACEBOOK.COM/PDILACADEMY | WWW.INSTAGRAM.COM/PDILACADEMY | 843.615.4434

---

**Job Title:** Guidance Counselor (Grades 2 - 5)

**School:** Pee Dee Innovation & Leadership Academy, Lake City, SC

**Application Deadline:** Posted until filled

**Starting Date:** July 2025

**Direct Supervisor(s):** Executive Director and Director of Academics

**Shift Time:** Full Time, Monday-Friday, Exempt

**School Overview:** Pee Dee Innovation & Leadership Academy (PDILA) is a tuition-free, high-quality, public charter school authorized by the South Carolina Public Charter School District opening in August 2025. Our mission is to empower students to transcend traditional boundaries and become world-class learners. We are committed to fostering a safe, dynamic learning environment that cultivates curiosity, critical thinking, and a passion for lifelong learning. As a *Leader in Me School* and by providing innovative educational experiences, personalized mentorship, and cutting-edge resources, we aim to instill in students the skills, resilience, and adaptability needed to excel on a global stage.

**Position Overview:** PDILA is seeking a detail-oriented and student-focused School Guidance Counselor to support the operational, academic, and attendance infrastructure of our growing school. The ideal candidate will serve as a critical member of the school leadership team, ensuring accurate and timely student data intake, monitoring attendance and truancy, coordinating key academic reporting processes, and supporting social-emotional needs through targeted services and referrals. This is a hybrid operational and student support role ideal for a proactive, organized, and mission-driven professional.

### Key Responsibilities:

- **Student Records & Enrollment Management**

- Oversee intake and ongoing management of student records, including cumulative folders, IEPs, 504 plans, medical forms, and enrollment documentation.
- Collaborate with the Registrar and school office staff to ensure smooth enrollment and withdrawal processes.
- Maintain student files in accordance with state regulations and FERPA guidelines.
- Ensure records are accessible and updated for compliance and audit purposes.

- **Attendance & Truancy Oversight**

- Monitor daily attendance reports and work with staff to ensure accurate data entry.
- Identify students with chronic absenteeism and implement early intervention protocols.
- Serve as the school's primary contact for truancy cases and compliance reporting.
- Coordinate family meetings and truancy intervention plans in partnership with school leaders and external agencies.

- **Academic Reporting & Scheduling**

- Manage the creation and timely distribution of progress reports, report cards, and interim reports.
- Collaborate with the Director of Academics and instructional staff to ensure accuracy of grades and student academic data.
- Assist with scheduling assessments, student supports, and services to minimize disruptions to instructional time.



## PEE DEE INNOVATION AND LEADERSHIP ACADEMY

PO Box 1483 | LAKE CITY, SOUTH CAROLINA | 29560 | PDILACADEMY@GMAIL.COM | WWW.PDILACADEMY.COM  
WWW.FACEBOOK.COM/PDILACADEMY | WWW.INSTAGRAM.COM/PDILACADEMY | 843.615.4434

- **School Leadership & Systems Support**
  - Serve as an active member of the school's leadership team and Multi-Tiered Systems of Support (MTSS) committee.
  - Help develop and implement schoolwide procedures related to student support services, academic tracking, and data analysis.
  - Participate in staff meetings, data talks, parent conferences, and professional learning communities.
  - Coordinate and communicate academic intervention plans to families and instructional teams.
- **Student Services & Family Engagement**
  - Provide basic short-term counseling, referrals, and guidance for students in need of support.
  - Collaborate with teachers and staff to implement proactive SEL strategies that support a positive school culture.
  - Support the transition of new students by connecting them with resources, peer support, and staff mentors.
  - Partner with families to help resolve attendance and academic concerns and build school-home trust.
- **Administrative & Compliance Duties**
  - Maintain confidential records and ensure compliance with district, state, and federal regulations.
  - Assist with preparation for audits and data verification processes.
  - Support coordination of school events, parent education workshops, and student services programs.
- **Collaboration & Professional Development**
  - Participate in ongoing professional development and training.
  - Attend staff meetings and serve on committees to support school initiatives.
  - Supervise and support teachers, assistants, volunteers, and student organizations.
- **School & Community Engagement**
  - Foster strong relationships with parents.
  - Engage with the broader school community to support a culture of inclusivity and leadership.
  - Coordinate and participate in special programs, projects, and school events.
- **Administrative & Operational Duties**
  - Maintain inventory of student records.
  - Ensure student safety and well-being by monitoring activities and behavior as assigned.
- **Additional Duties**
  - Performs related duties as required and assigned.
- **Attendance:**
  - Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness.
  - Provides adequate notice to higher management with respect to vacation time and leave requests.
- **Dependability:**
  - Assumes responsibility for completing assigned work.
  - Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.



## PEE DEE INNOVATION AND LEADERSHIP ACADEMY

PO Box 1483 | LAKE CITY, SOUTH CAROLINA | 29560 | PDILACADEMY@GMAIL.COM | WWW.PDILACADEMY.COM  
WWW.FACEBOOK.COM/PDILACADEMY | WWW.INSTAGRAM.COM/PDILACADEMY | 843.615.4434

- 
- Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.
  - **Quality of Work:**
    - Maintains high standards of accuracy in exercising duties and responsibilities.
    - Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
    - Maintains high quality communication and interaction with internal and external entities with whom the position interacts.
  - **Quantity of Work:**
    - Performs described *Key Responsibilities* and related assignments efficiently and effectively in order to produce a quantity of work which consistently meets established standards and expectations.
  - **Relationships with Others:**
    - Shares knowledge with managers, supervisors and co-workers for mutual benefit.
    - Contributes to maintaining high morale among all employees.
    - Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts.
    - Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will.
    - Emphasizes the importance of maintaining a positive image.

### Qualifications:

- Bachelor's degree in School Counseling, or related field.
- Valid South Carolina certification as a School Counselor or eligibility for certification.
- Experience managing student records, attendance systems, or academic data preferred.
- Strong organizational and communication skills, with attention to detail and confidentiality.
- Ability to work collaboratively with staff, families, and community agencies.
- Commitment to PDILA's mission, vision, and core values.
- Strong understanding of child development and best practices in elementary education.
- Excellent communication and interpersonal skills.

### Incentives:

- State PEBA Benefits (Medical & Dental)
- 401K/403b Retirement Options

### Application Process: Interested candidates should complete the following:

- An employment interest form, located here: <https://forms.gle/i6k3EsY8aMv645SN8>
- A current resume.
- Copies of relevant certifications and transcripts.

Please send application materials to [pdilacademy@gmail.com](mailto:pdilacademy@gmail.com).





## **PEE DEE INNOVATION AND LEADERSHIP ACADEMY**

**PO Box 1483 | LAKE CITY, SOUTH CAROLINA | 29560 | [PDILACADEMY@GMAIL.COM](mailto:PDILACADEMY@GMAIL.COM) | [WWW.PDILACADEMY.COM](http://WWW.PDILACADEMY.COM)  
[WWW.FACEBOOK.COM/PDILACADEMY](http://WWW.FACEBOOK.COM/PDILACADEMY) | [WWW.INSTAGRAM.COM/PDILACADEMY](http://WWW.INSTAGRAM.COM/PDILACADEMY) | 843.615.4434**

---

**Applications will be accepted on a rolling basis until all positions are filled.**