



SOUTH CAROLINA Whitmore School

Position: Secondary School Counselor
Status: Full-time (July-June)

Job Profile

Working full-time from the school office, remotely, or a combination with occasional travel throughout the state, the school counselor reports directly to the Director of School Counseling and is responsible for the development, implementation, and coordination of student counseling services, and for providing the highest level of customer service to families and students.

Essential Duties and Responsibilities:

- Student Support
 - Respond to student and parent/guardian questions daily (with the exception of weekends and holidays).
 - Provide group and individual counseling services that promote student educational, career, personal, and social development.
 - Support goal setting, decision-making, conflict resolution, and self-advocacy.
- Academic and Career Development
 - Create course schedules for students based on transcript history and academic pathways.
 - Coordinate meetings, assist students in developing an Individual Graduation Plan (IGP), and set short-term goals to ensure full implementation of the IGP.
 - Coordinate virtual and face-to-face college and career opportunity events for students and families.
- Participate in Professional Development: training, conferences, and workshops.
- Collaboration and Communication
 - Consult and collaborate with teachers, administrators, and other staff members to serve families and students.
 - Participate in IEP/504 and MTSS meetings
- Program Management
 - Implement a comprehensive counseling program.
 - Maintain accurate documentation and confidentiality.
 - Analyze data for program improvement.
- Additional Duties
 - Serve as a test administrator during state-mandated testing such as EOC, ACT, SAT, and WIN.
 - Other duties as assigned.
 - Travel within SC as needed.

Requirements

- Valid South Carolina licensure/certification as a school counselor.
- Strong technology and organizational skills.
- Excellent written and oral communication skills.
- Student-focused approach.
- High degree of flexibility.
- Ability to work in a school environment

Please fill out this form, [SC Whitmore School open positions.](#)



501 Commerce Drive NE, Columbia SC 29223



office@scwhitmoreschool.org



www.scwhitmoreschool.org



(T) 866-476-6416