PACE Academy
Job Description
Guidance Counselor

Position Title: Guidance Counselor
Reports To: Executive Director/Principal
Employment Status: Full-Time, 210-Day Position (or as assigned)
FLSA Status: Exempt

Position Summary

The Guidance Counselor at PACE Academy provides a comprehensive school counseling program that supports the academic, social-emotional, behavioral, and career development of all students. As a public charter school serving students with dyslexia, specific learning disabilities, and other exceptional learning needs, the Guidance Counselor plays a critical role in fostering a safe, supportive, and inclusive learning environment while collaborating with families, teachers, administrators, and community agencies.

Essential Duties and Responsibilities

Student Support Services

- Provide individual and small-group counseling for students experiencing academic, behavioral, social, or emotional concerns.
- Conduct crisis intervention and provide immediate support during emergencies.
- Develop and implement evidence-based social-emotional learning (SEL) lessons and prevention programs.
- Assist students in developing coping skills, conflict resolution strategies, self-advocacy, and emotional regulation.
- Monitor students identified as at risk academically, behaviorally, or emotionally.

Academic Counseling

- Assist students in developing academic success plans.
- Review student academic progress and collaborate with teachers to identify interventions.
- Participate in MTSS, RTI, and intervention meetings.
- Oversees SC Ready and MAP Testing
- Support student attendance improvement initiatives.
- Assist with student transitions into and out of PACE Academy.

Behavioral Support

- Collaborate with administration in developing positive behavior intervention strategies.
- Participate in Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) meetings when appropriate.

- Help implement restorative practices and conflict mediation.
- Maintain documentation of counseling interventions and behavioral supports.

Special Education Collaboration

- Work collaboratively with special education teachers and related service providers.
- Attend IEP meetings as requested.
- Provide input regarding students' social-emotional functioning.
- Support transition planning for students with disabilities.
- Maintain knowledge of IDEA, Section 504, and applicable federal and state regulations.

Family Engagement

- Maintain regular communication with parents and guardians.
- Conduct parent conferences as needed.
- Provide families with referrals to community resources and outside agencies.
- Coordinate family engagement activities and parent education opportunities.
- Assist families in accessing mental health and community support services.

School Climate and Culture

- Promote a positive and inclusive school culture.
- Coordinate character education and school-wide SEL initiatives.
- Support anti-bullying prevention efforts.
- Assist with student orientation and transition activities.
- Participate in school safety planning and crisis response teams.

Career and College Readiness

- Provide age-appropriate career awareness activities.
- Assist middle school students with career exploration.
- Coordinate transition planning for students preparing for high school.
- Support student goal setting and future planning(IGP Meetings) for 8^{th} grade students

Collaboration

- Serve as a member of the school's MTSS, Attendance, Crisis Response, and Student Support Teams.
- Consult regularly with teachers regarding student concerns.
- Collaborate with community mental health providers and social service agencies.
- Participate in faculty meetings, professional development, and committee work.

Compliance

- Maintain confidential student records in accordance with FERPA.
- Complete required reports and documentation accurately and on time.
- Follow all South Carolina Department of Education regulations.
- Adhere to ethical standards established by the American School Counselor Association (ASCA).

Required Qualifications

- Master's Degree in School Counseling or related field.
- Valid South Carolina School Counselor Certification.
- Knowledge of special education law and best practices.
- Experience working with students with disabilities preferred.
- Knowledge of trauma-informed practices.
- Strong communication, organizational, and interpersonal skills.
- Ability to collaborate effectively with multidisciplinary teams.
- Ability to maintain confidentiality and exercise sound professional judgment.

Preferred Qualifications

- Experience working in a public charter school.
- Experience serving students with dyslexia and learning disabilities.
- Training in trauma-informed care.
- Crisis Prevention Intervention (CPI) certification or willingness to obtain certification.
- Experience with MTSS, RTI, and Positive Behavioral Interventions and Supports (PBIS).

Knowledge, Skills, and Abilities

The successful candidate will demonstrate:

- Excellent interpersonal and communication skills.
- Strong problem-solving and conflict resolution abilities.
- Ability to establish positive relationships with students, staff, and families.
- Knowledge of child development and mental health concerns.
- Ability to analyze student data to inform interventions.

- Effective case management and documentation skills.
- Strong organizational and time management skills.
- Proficiency in educational technology and student information systems.

Physical Requirements

- Ability to move throughout the school building.
- Ability to sit, stand, bend, and walk for extended periods.
- Ability to occasionally lift up to 25 pounds.
- Ability to respond quickly during emergency situations.

Work Environment

The Guidance Counselor works in a school environment characterized by frequent interaction with students, families, staff, and community agencies. The position requires flexibility, professionalism, and the ability to manage multiple priorities while maintaining confidentiality and supporting the mission of PACE Academy.

Performance Expectations

The Guidance Counselor is expected to:

- Promote the mission and vision of PACE Academy.
- Maintain professional ethics and confidentiality.
- Foster a safe, respectful, and supportive school climate.
- Collaborate effectively with all stakeholders.
- Support student achievement through comprehensive counseling services.
- Maintain compliance with all federal, state, charter, and school policies.
- Engage in continuous professional learning to remain current in school counseling best practices.

PACE Academy is an Equal Opportunity Employer and is committed to providing a safe, inclusive, and supportive educational environment for all students and employees.