



**PT School Counselor (Grades 3-12)**  
**Part-Time and Flexible Position for 2017-2018**

Located in Mount Pleasant and serving the metro Charleston area, University School of the Lowcountry ([www.uslowcountry.org](http://www.uslowcountry.org)) (USL) is a co-educational, non-sectarian, non-profit independent school with tax-exempt 501(c)(3) status geared to high-achieving students. USL is a school-provided laptop school, and our curriculum is designed to engage our students at an advanced level. Offering grades 3-12, University School seeks to develop self-confident, passionate, and empathetic learners who will make a positive difference in the world.

We are currently seeking a Part-Time School Counselor who is inspired by our mission and eager to master a variety of responsibilities. This is a part-time and flexible position for the equivalent of 1-2 days per week.

Please note that USL has a Director of College Counseling and two other College Counselors, and the School Counselor only needs to play a small and complementary role in this area.

A passion for learning and self-improvement is key, especially as these are traits found in our students. Complementing the skills involved in this should be a desire to work with students with above-average academic abilities and an excitement about helping curious students learn and grow through successful exploration and discovery.

University School is a community where relationships are pivotal to learning. As such, the personal qualities of this candidate are vital. These include being a supportive, engaged, and flexible role model who demonstrates both a sense of humor and an infectious enthusiasm for working with faculty and students in grades 3-12. The candidate should also be comfortable guiding students in developing positive relationships with others who are older and younger: our students mentor preschoolers each other. He or she must also be able to work positively and effectively with others in a spirit of collegiality and understand that teaching is a moral act.

The position is part-time and flexible. This means the School Counselor will work with the Head of School to create and maintain a schedule that allows for the fulfillment of responsibilities and time for personal, family, and other pursuits during the week.

The successful candidate should also understand that University School will demand much of them beyond the classroom, including working with students and colleagues to enrich the school's life outside the classroom. A full description is listed below.

***The School Counselor reports to the Head of School. The essential responsibilities include the following:***

- ***Act as a resource and support for students, teachers and families in grades 3-12.***
- ***Assist the parents and faculty with the emotional and psychological development of students.***
- ***Support families in times of crisis, such as a divorce, a death or a disaster.***
- ***Provide individual short term counseling to students if needed.***
- ***Provide referrals to families to outside resources (professionals, books, websites).***
- ***Attend student conference if needed.***
- ***Attend Faculty inservice meetings.***
- ***Lead/facilitate parent education classes.***
- ***Consult individually with teachers to discuss student needs and to implement an action plan to meet those needs.***
- ***Provide classroom education (for ex., social skills, learning skills, communication skills) and help oversee our annual Personal Health Symposium for our students in conjunction with physicians from MUSC.***
- ***Consult and communicate with outside providers about students if needed.***
- ***Provide consultation for families and teachers.***
- ***Provide group counseling as needed (for example, social skills/friendship groups, mentoring, etc.).***
- ***Attend outside continuing education workshops in order to stay well-informed.***
- ***Help oversee USL's testing program and evaluate and share insights and results.***
- ***Coordinate accommodations for qualifying students with outside testing organizations.***

- *Support and follow school policies.*
- *Participate in some of our Learning Outside the Classroom (LOTC) field trip experiences.*
- *Be a positive and contributing member of the professional community.*
- *To be aware of the educational, physical, social, and psychological needs of the members of our school community, and to develop plans for meeting these needs.*
- *To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.*
- *To be a visible presence in the USL community, including attending some special events outside the normal school day.*
- *To perform other duties as assigned by the Head of School.*
- *To support the school and its leadership.*

**Details:**

The school offers competitive compensation based on prior experience, education and position requirements.

**Instructions for applying:**

Interested candidates should contact the Head of School, Jason Kreutner, directly by email ([jkreutner@uslowcountry.org](mailto:jkreutner@uslowcountry.org)) only and/or complete the faculty application that can be found on our website ([www.uslowcountry.org/faculty.html](http://www.uslowcountry.org/faculty.html)).

**Qualifications:**

- B.A. degree and advanced degree in Social Work, Psychology, or similar
- At least three years of prior experience as a school counselor is preferred

*University School of the Lowcountry is committed to its growth as an institution that welcomes and values a diversified school community. The school does not discriminate on the basis of race, national or ethnic origin, religion, economic background, or any other classification protected by law in the administration of its educational policies, financial assistance policies, or any other school policy or program.*