

Job Title: High School Guidance Counselor

Location: Laurence Manning Academy, Manning, South Carolina

About Us: Laurence Manning Academy was founded in 1972 on the commitment to providing students in grades K3 through 12 with a high-quality education within a safe, friendly, and morally rich Christ-centered environment.

Position Overview: Laurence Manning Academy is seeking a dynamic and nurturing individual to join our family of dedicated and energetic faculty, staff, and administrators as a **High School Guidance Counselor**. The ideal candidate will be one who is aligned with our Christ-centered values to guide students in their holistic development by supporting students in their academic, personal, social, spiritual, college, career development, and dual enrollment opportunities.

The ideal candidate will be passionate about helping students navigate the challenges of adolescence and make informed decisions about their future academic and career paths.

Responsibilities:

1. **Academic Counseling and Support:** Provide individual and/or parent-student counseling sessions to address students' academic plans, concerns, and opportunities for improvement and success. Collaborate with teachers to identify students who may need additional academic support and develop strategies to help them succeed. Oversee academic grade-level and senior-level meetings, keeping records of these meetings (individual and group).
2. **Parental Collaboration:** Foster open communication with parents/guardians, providing updates on students' progress and collaborating on strategies to support their well-being.
3. **College and Career Guidance:** Assist students in exploring and understanding various career options, college choices, and vocational pathways. Support in college application processes, including advising on standardized testing, essay writing, and financial aid. Coordinate and administer PSAT, SAT, ACT, and MAP testing. Oversee and communicate all information related to college scholarship availability.
4. **Dual Enrollment:** Collaborate Central Carolina, USC-Sumter, and Troy University on scheduling, registration, and follow-up for classes taken at these dual-enrollment partners. This applies primarily for qualifying students in grades 10-12.
5. **Academic Registrar:** Oversee and maintain all transcripts, academic record, and truancy records, as well as all permanent records. Assure that all student records comply with DHEC guidelines, South Carolina Independent Schools Association standards, and Cognia Accreditation standards. Oversee all transcript request for graduates and transfers, including requisitions of school/disciplinary records for students transferring in or applying for admission to Laurence Manning Academy.
6. **Academic Scheduling:** Collaborate with the school's administration in evaluating and managing the master high school academic course schedule. Develop schedules for each student to support their successful path to graduation and ultimately support the student's post-goals.

7. **Student Development and Support:** Collaborate with administration to facilitate programs and workshops that foster spiritual and character development, helping students integrate their faith into their daily lives and decision-making. Assist any administrative personnel, in counseling, discipline, and parent or student conferences. Be prepared to provide immediate support in crisis situations, such as mental health emergencies or personal crises, and collaborate with appropriate professionals and clergy as needed.
8. **Credit-Recovery and Independent Study course:** Oversee and coordinate credit-recovery and independent study courses. Closely collaborate and coordinate with administration and faculty on these programs.
9. **Awards and Graduation:** Oversee student acknowledgement and coordinate/direct all Middle and High School Awards Day programs. Oversee and coordinate all Senior Night programs, Baccalaureate, and Senior Graduation ceremonies.
10. **Attendance:** Oversee and manage student attendance records.

Qualifications:

- Bachelors degree required, preferably in education or a counseling-related field.
 - Master's certification and/or licensure as a school counselor is preferred.
- Previous experience in a high school counseling role is preferred.
- Strong interpersonal and communication skills.
- Knowledge of current trends and issues in education, college admissions, and career development.
- Experience and competency using PowerSchool, Microsoft Teams, and Microsoft Office.

How to Apply:

Applications are being accepted now through January 2024. Interviews will be conducted on a rolling basis until the position is filled.

Interested candidates should submit a cover letter, resume, and three professional references to tboykin@lmaedu.org.

Laurence Manning Academy is an equal opportunity employer and encourages individuals who share our Christian values to apply.

Join us in shaping the future of our students, fostering a Christ-centered environment, and guiding them to thrive in all aspects of their lives.

We look forward to welcoming a dedicated High School Guidance Counselor to our LMA family and team!

Note: The above job description is a general outline of the responsibilities and qualifications for the High School Guidance Counselor position. Additional duties may be assigned as needed to support the goals and mission of Laurence Manning Academy.