



Guidance Counselor Job Description

Island Montessori Charter School (IMCS), which opened its doors in 2013 in Carolina Beach, NC, is seeking an experienced, dynamic Guidance Counselor to provide a positive experience in a K-8 public Montessori charter school. The Guidance Counselor will serve as a guide who helps direct the students' activities academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her fullest potential in these developmental areas, while always upholding the Montessori philosophy and the school's mission.

Required Qualifications:

- Master's Degree
- Have two years of educational or work related experience.
- NC State License preferred
- Have the ability to cooperate with staff, parents/guardians, administration and community resource people
- Be able to demonstrate effective communication skills
- Have the ability to develop rapport with student
- Be able to analyze and offer problem-solving techniques
- Have patience
- Be able to empathize and understand students' concerns

Responsibilities:

- Assist students with academic, emotional, social or behavioral problems
- Show concern for the total need of each student (educational, vocational, personal and social), encouraging maximum growth and development
- Consult with parents/guardians, teachers, support staff, administration and any local agencies which might be of assistance to the students
- Provide parents/guardians with accurate, comprehensive and relevant information in an objective and caring manner
- Work with staff to enhance understanding of all aspects of the student's development and its impact on learning
- Serve as the school's McKinney-Vento Liaison and complete all required documentation
- Assist parents/guardians in helping students set and achieve goals
- Aid students in understanding the school environment and what is expected of them
- Aid students in understanding their strengths and abilities so they may learn more effectively.
- Teach conflict resolution skills
- Aid students in acquiring an understanding and respect for individual freedoms and rights of self and others
- Aid in the understanding of the consequences of actions for self and others
- Assist students in dealing with a family crisis (e.g., separation, divorce, death, neglect and abuse, unemployment and alcoholism)
- Refer and support students with 504 plans
- Provide orientation and registration for students who are entering high school
- Serve as member of the MTSS Team
- Provide individual parent conferences for students when necessary
- Conduct parent workshops when necessary or requested



- Provide individual conferences for students experiencing academic or emotional difficulty
- Keep accurate records of all counseling and guidance activities
- Assist in administering standardized testing
- Write articles for the school newsletter
- Inform administration of various student's needs or issues
- Assist in appropriate student referrals
- Assist in the development of an individualized education plan for students with exceptional educational needs
- Participate in home visits upon request
- Make appropriate referrals to community agencies when necessary
- Serve as consultant to parents/guardians, staff and administration
- Protect the confidentiality of student records and release personal data in accordance with state laws and Board policies
- Establish and maintain a cooperative relationship with faculty, staff and administration to facilitate the provision of optimum guidance and counseling services
- Work with the administration on additional activities as necessary
- Perform other duties as may be assigned

Send your resume, cover letter, and three references to arheel@islandmontessorischool.com
For more information, please visit our website at <https://im.school>

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Island Montessori Charter School does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin or ethnicity, marital status, disability, military status or other legally protected classification.