



Pinewood Preparatory School (Summerville, SC) seeks a new Guidance Counselor starting in January 2023 or August 2023.

Interested candidates should contact Dr. Daniel Seiden, Head of School at dseiden@pinewoodprep.com

The Opportunity:

The guidance counselor leads Pinewood's counseling program by supporting students' academic achievement and personal and social development.

Responsibilities & Duties:

- Teach guidance lessons to students aged three through 11 years old.
 - Schedule and manage the end of year achievement testing for 2nd through 8th grade.
 - Manage any necessary accommodations for the end-of-year testing and high school testing (SAT/ACT/AP exams).
 - Co-teach middle school health classes.
 - Schedule speakers to address a variety of advisement and guidance topics to the middle school.
 - Teach middle school enrichment classes.
 - Teach classes to high school about mental health awareness.
 - Provide support and knowledge about various childhood developmental patterns.
 - Facilitate referrals for evaluations of various school-based concerns.
 - Create, develop, and maintain relationships with students and staff to provide emotional support when needed.
 - Serve on the leadership team that oversees the social emotional curriculum developed by The Social Institute for Grades 4-12.
 - Assist the nurse with any emotional concerns expressed by a child.
 - Ability to interpret information from a variety of outside resources as it pertains to student achievement and the ability to explain this information to parents and teachers.
 - Perform other related duties as directed by school administration.
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Core Qualifications and Credentials:

- Master's degree in Counseling, Psychology, or closely related field from an accredited university.
 - Experience working children of all ages.
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Key Qualities of a Successful Candidate:

- Dedicated and passionate about working with different ages of students.
- Have or willing to build strong relationships with a network of local medical professionals including pediatricians and mental health experts.
- Willingness to work with parents in a positive, supportive manner.
- Collegial and eager to collaborate with other faculty members.
- Strong verbal and written communication skills required.
- Genuine concern for individual student growth and success.
- Optimistic and positive.

To Apply:

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A one-page cover letter expressing their interest in this particular position
- A current résumé
- A list of three to five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval)

All materials should be sent via email to:

Dr. Daniel Seiden, Head of School at dseiden@pinewoodprep.com

The School embraces a doctrine of fairness and nondiscrimination in its employment processes and every aspect of school life. Pinewood is an Equal Employment Opportunity/Drug Free Work Place and is committed to building a diverse community dedicated to the individual academic, social, and emotional needs of every student. The School seeks passionate professionals with teaching experience in their field, who are willing to work hard and to share in the full life of the school, both in the classroom and beyond.