



Pine Springs

PREPARATORY ACADEMY

JOB DESCRIPTION

TITLE	Upper School Counselor (Grades 9-12)
REPORTS TO	Upper School Principal
JOB GOAL	<p>The School Counselor at the Pine Springs Preparatory Academy Upper School will support the academic success of all students through the development and management of a comprehensive school counseling program that is preventative in design and developmental in nature. The Upper School Counselor will plan, design, and implement a school counseling program that is in alignment with national, state, and local standards and the individual school's needs. The Upper School Counselor will deliver, manage, and evaluate their services using the American School Counseling Association's (ASCA) National Model as the guide. The Upper School Counselor must be a leader, advocate, collaborator, and agent of systemic change in support of all students' needs. The Upper School Counselor will help ensure that effective strategies are employed to encourage the maximum development of academic, career, and personal/social goals of all students.</p>

QUALIFICATIONS	<ul style="list-style-type: none">• Develop a comprehensive school counseling program using North Carolina School Counselor Standards and the American School Counselor Association Standards.• Provide counseling services for grades 9-12 to enhance social/emotional and academic success.• Provide crisis intervention, short-term counseling, and group counseling.• Develop activities and resources to implement and evaluate the program. Involves other school staff in making decisions about the school counseling program.• Consult with students, parents, teachers, and other school and community personnel to assist in meeting the needs of students.• Help the school administration develop policies and programs that benefit student and staff development.• Assist with class scheduling and course recommendations.• Provide individualized college and career counseling, with an emphasis on the life sciences/biotech field.
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	<ul style="list-style-type: none"> • Regularly communicate and collaborate with local industries to stay current on in-demand skills and experiences. • Support students with college applications, financial aid, scholarships, internships, and industry mentorships. • Organize college visits, career panels, and career-related experiential learning opportunities. • Report to the school administration and staff about the annual goals and services of the counseling program. • Adhere to ethical standards of counseling profession, and abides by the laws, policies, and procedures that govern the schools.
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TERM OF EMPLOYMENT	Ten-month work year (August 13th - May 29th) for the 2025-2026 school year / Annual Contract
COMPENSATION	Hiring range: \$48,000-\$63,000. Salary will be determined based on qualifications and experience. Pine Springs Preparatory Academy does not follow the NC salary schedule and does not participate in the NC State Retirement System. PSPA offers a 401(k) program with a board matching percentage and health coverage options. Performance bonuses are available.
ADDITIONAL DETAILS	<p>Please provide the following:</p> <ul style="list-style-type: none"> • A cover letter detailing the candidate's educational philosophy and desire to join the founding Upper School team at Pine Springs Preparatory Academy. Be sure to highlight the talents you can provide to our students and school community. • A recent, up-to-date resume including salary requirements. • The names and contact information of three professional references with a reference letter; two supervisor references are required; it is preferred for the applicant to include his or her current supervisor as one of these references, but it is not mandatory. • Copy of School Counselor License (NC license required) <p>If Pine Springs Prep wishes to follow up with a candidate after review of application materials, the candidate will be contacted for an interview.</p> <p>Interested candidates should submit a letter of interest, resume, and NC License (if applicable) to: ctucker@pinespringsprep.org.</p>

*First year will be a planning year with the launch of the Upper School planned for fall 2026.



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