

**South Carolina Governor's School for the Arts and Humanities**  
**ANNOUNCEMENT OF VACANCY**

**Guidance Counselor**  
**(Director of School Counseling)**

**OPENING DATE:** March 13, 2023

**CLOSING DATE:** April 13, 2023

**STATE POSITION NUMBER:** 60028240

**SALARY RANGE:** Determined by Education and Experience

**BAND and LEVEL:** 00

**WORK SCHEDULE:** Start Date: March 2023; 11-Month Faculty (August – June), Full-Time, Monday through Friday

**LOCATION:** South Carolina Governor's School for the Arts and Humanities, Greenville, SC

**MINIMUM TRAINING AND EXPERIENCE QUALIFICATIONS:** Bachelor's degree in the appropriate discipline and at least 3 years of school counseling experience. Must possess or have the qualifications to obtain appropriate certification for Guidance Counselors

**PREFERRED:** Master's degree with at least 5 years experience in the appropriate academic discipline at the secondary and/or post-secondary level.

**KNOWLEDGE SKILLS AND ABILITIES:** Must have demonstrated commitment to ongoing professional development. Must have demonstrated knowledge and interpersonal skills to work with artistically talented students, other academic and arts educators, and diverse constituencies and cultures.

**SUMMARY OF JOB DUTIES:** Under general supervision of the Vice President/Dean, the Guidance Counselor establishes a program which includes but is not limited to college advisement, course registration, general counseling, as well as assistance with other responsibilities, including assistance with state, national, and college entrance testing requirements, and state-mandated reporting, and referrals to other agencies, as needed, maintains all official school and state records regarding students, including transcripts, grades, schedules, etc. Coordination of the annual College Fair and college admission counselors' visits to the school. Coordination of workshops for students and parents on pertinent issues, joining orientation and admissions sessions as needed. Other related duties as assigned by the Vice President/Dean

Interested persons must complete a State Employment Application at [www.careers.sc.gov](http://www.careers.sc.gov).  
**Applications will not be accepted after the closing date. Faxed applications will not be accepted.**

**PLEASE DIRECT INQUIRIES TO:**

LaTomya Doctor  
Human Resource Director  
South Carolina Governor's School for the Arts and Humanities  
15 University Street, Greenville, SC 29601  
(864) 282-3781 | [employment@scgsah.org](mailto:employment@scgsah.org)

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

The SC Governor's School for the Arts & Humanities is an equal employment opportunity agency. We provide affirmative action and equal opportunity employment for all qualified persons regardless of race, color, sex — including the basis of pregnancy, childbirth or related medical conditions, national origin, age, religion, or disability.