

# University Laboratory School

A Hawai'i Public Charter School

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University Laboratory School, is seeking a qualified candidate for the full time position of **School Counselor**. In our unique learning environment with a comprehensive liberal arts curriculum the school counselor supports student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic success, personal and social development, and college and career guidance.

## Essential Functions:

- Serve as a school counselor for students at the University Laboratory School.
- Provide comprehensive school counseling and support services, helping to ensure that an array of supports are available to all students.
- Assist students in understanding and overcoming social, behavioral or academic problems.
- Provide group or individual counseling to address the needs of students and their families.
- Facilitate discussions and consultation with parents, teachers, and administrators regarding special concerns and needs of a student.
- Provide support and leadership in the development, implementation and assessment of advisory, guidance, Social Emotional Learning (SEL), and well-being programs, including Learning Lab and Holomua classes.
- Provide access to resources available to students within the community and at the school level to ensure that student needs are met.
- Serve as liaison between school, community and other resources to meet the needs of students.
- Collaborate with faculty, staff, and parents to better understand and meet the needs of all students.
- Lead grade-level meetings with teachers and staff.
- Prepare students for transition to next level (middle to high school, high school to post high school)
- Respect each student as a unique individual.
- Contribute to building a supportive and caring climate for students and staff.
- Maintain and carry out the highest level of confidentiality according to FERPA Laws.
- Performs other duties as assigned.

## Qualifications:

- Baccalaureate degree or higher in counseling/guidance, psychology, social work, or related field.
- Knowledge of and experience in school counseling or teaching in K-12.
- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, administration, teachers and the community in a professional manner, including the ability to discuss topics which may be sensitive.
- Proficiency in the Google Apps for Education Suite.
- Possess a valid State of Hawaii Teaching License or ability to obtain a valid State of Hawaii Teaching License within three (3) years of employment.

## To apply:

Send a letter of interest indicating how the applicant meets the required qualifications, resume/vitae and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the name, job title, company, and contact information of three (3) professional references. Interested applicants must email, mail or hand deliver required documents to the address listed below. Open until filled.

## Email:

[employment@universitylaboratoryschool.org](mailto:employment@universitylaboratoryschool.org)

## Mail or hand deliver to:

University Laboratory School  
1776 University Ave. UHS 3- Room 121  
Honolulu, Hawaii 96822