

**Middle School Counselor (Part-Time)**  
***Tapestry Public Charter School - Clayton County***

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging for both neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Utilizing small, multi-age classrooms with flexible groupings and authentic hands-on learning experiences, Tapestry provides a student-driven, experiential, sensory-based environment. All students are respected, loved, and valued as vital members of the school community.

Tapestry currently serves approximately 300 students in grades 6–12.

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- Work Schedule: Part Time, 10 month employee, 189 days
  - Hours: 8:30am to 2:30pm
  - Reports to: Principal
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**Job Summary:**

Tapestry Public Charter School seeks an energetic, student-centered, and innovative Middle School Counselor who is capable of providing effective individual, small-group, and classroom counseling for a diverse student population. The ideal candidate should have experience helping students develop academic and organizational skills, supporting transitions to high school, and implementing comprehensive social–emotional development programs. This role requires a collaborative approach, strong communication skills, and a deep commitment to inclusive educational practices.

Under general supervision, the Middle School Counselor provides a comprehensive guidance program that promotes self-esteem, responsible decision-making, career exploration, and academic planning. The Counselor also collaborates with students, families, staff, and community resources to support student well-being and success.

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**Essential Functions:**

*The following duties are representative of this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment. Additional duties may be required and assigned.*

- Implements a comprehensive counseling and guidance program for all students.
- Provides classroom guidance lessons focused on personal, academic, and career development.
- Supports transition planning for students moving into high school.
- Partners with staff to implement programs that support academic success, positive behavior, and a healthy school climate.
- Interprets assessment data and test scores for students and parents, providing guidance on educational planning.
- Participates in RTI/SST meetings to address academic, behavioral, and social-emotional needs.
- Coordinates Section 504 meetings, documentation, and follow-up.
- Coordinates the Hospital Homebound (HHB) process for general education students.

- Supports the Scientific Tools and Techniques (STT) placement process for students participating in Fernbank Science Center programming.
- Consults with teachers and parents to address student concerns; provides referrals to internal and external resources.
- Monitors student attendance and collaborates with the Attendance Protocol Manager and School Social Worker to intervene when necessary.
- Implements strategies and programs to foster positive relationships among students and families.
- Mediates student conflicts and facilitates resolution strategies.
- Completes referrals to the School Social Worker to support students and families.
- Initiates and participates in Suicide Intervention Protocol (SIP) procedures to support students in crisis.
- Maintains confidentiality in accordance with FERPA and school policies.
- Demonstrates flexibility and willingness to “wear many hats” within a small-school environment.
- Maintains prompt, regular, in-person attendance during scheduled work hours.
- Performs other duties as assigned by the Principal or designee.

### **Essential Qualifications:**

- Bachelor’s degree in School Counseling, Psychology, Education, Social Work, or a related field.
- Valid Georgia PSC certification in School Counseling, or eligibility to obtain certification.
- Experience providing individual, small-group, and/or classroom counseling to middle or high school students.
- Strong understanding of adolescent development, including academic, behavioral, social, and emotional needs.
- Experience supporting students with autism spectrum disorders or other exceptionalities in an inclusive learning environment.
- Ability to maintain accurate, confidential records and complete required documentation within established timelines.
- Knowledge of Georgia middle and high school course requirements, promotion criteria, and academic planning.
- Ability to assist students with social–emotional needs and self-regulation strategies.
- Excellent written and verbal communication skills and the ability to collaborate effectively with staff, students, and families.

### **Knowledge, Skills, and Abilities**

- Knowledge of best practices in school counseling and implementation of comprehensive, ASCA-aligned counseling programs.
- Knowledge of RTI/SST processes, Section 504 procedures, and state-mandated testing supports.
- Knowledge of FERPA, ethical guidelines, and confidentiality requirements.
- Familiarity with trauma-informed practices, de-escalation techniques, and crisis intervention protocols.
- Skill in conducting student assessments, interpreting academic and behavioral data, and identifying supports to address student needs.
- Strong organizational skills, including the ability to manage multiple priorities and maintain detailed records.
- Ability to develop supportive, trusting relationships with students and promote healthy social–emotional development.
- Ability to collaborate effectively with teachers, administrators, related service providers, and families.

- Ability to remain calm, professional, and supportive during crisis situations and follow established protocols.
- Ability to use technology tools such as Google Workspace, student information systems, and electronic documentation platforms.
- Ability to work effectively as part of a multidisciplinary team and demonstrate flexibility within a small-school environment.

**Benefits:**

- Participation in the Teachers Retirement System of Georgia (TRS), if position meets benefits-eligibility criteria.
- Eligibility for employer-paid subsidy toward school-sponsored health benefit plans, if position meets benefits-eligibility criteria.
- Access to health, dental, vision, life, and other voluntary benefits, if benefits-eligible.
- Flexible Spending Account (FSA) options, if available and eligible.

*(Final benefits eligibility is determined by position FTE, hours worked, and applicable plan and state requirements.)*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

**Application Process**

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at [jobs@tapestrycharter.org](mailto:jobs@tapestrycharter.org). Applications that do not include all required components may be considered incomplete.

**Application Deadline:** Open until filled.

**Equal Employment Opportunity and Background Check**

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.