

VACANCY NOTICE

The Crestline Exempted Village Board of Education is accepting applications for the following position for the 2024/2025 School Year:

Elementary School Guidance Counselor

Minimum Qualifications:

Master's Degree in School Counseling
Ohio School Counselor License

Preferred Selection Criteria:

- Committed to building strong relationships with students and staff
- Demonstrate a working knowledge of current trends, best practices, and innovations related to a comprehensive school counseling program, student support system, and Social Emotional Learning supports
- Experience working with elementary-aged students and the ability to easily build rapport with students
- Demonstrate a working knowledge and/or have experience with testing, scheduling, character education, social-emotional learning, career exploration and foster other opportunities for student support & growth

Responsibilities and Essential Functions:

- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Incorporates into their programs the life skills that students need to be successful in the twenty-first century.
- Assists all students, individually or in groups, with developing academic, career, and personal/social skills, goals, and plans.
- Accurately and appropriately interprets and utilizes student data.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data. Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.
- Provides individual and group counseling to students with identified concerns and needs.
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and need, along with as well as multi-tiered systems of support.
- Implements an effective referral and follow-up process as needed.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Provide appropriate and timely information to school personnel related to student needs.
- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance school counseling.
- Assists with student scheduling and master scheduling
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.

Salary and Benefits:

Per Negotiated Agreement

Reports To:

Elementary School Principal

Application Procedure:

Send an email expressing interest to Mr. James R. Saxer, Superintendent at saxer.james@crestlinebulldogs.org.