



Vacancy Notice:

Middle School/High School Guidance Counselor

Western Wayne School Corporation Superintendent, Mr. Andy Stover, has announced a vacancy for the position of Middle School/High School Guidance Counselor. This is a full-time position for the 2023-2024 school year.

Required Qualifications:

Hold and maintain an Indiana State License for School Counselor.

Primary Duties:

- Ensure all students meet all graduation requirements
- Develop and deliver orientation programs for students and parents for middle school and high school. (7th grade, 9th grade, 12th grade)
- Meeting with students whose names appear on the low-grade list for each marking period and, if appropriate, formulating a plan of action for success involving the student and the parent;
- Planning and/or promoting programs that enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Underclass Honors Assembly & Senior Honors Program, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
- Meeting with seniors once each semester and mailing updates on their graduation status to their parents;
- Prepare student transcripts for schools, employers, etc.
- Compile class rank data for all students in grades nine through twelve. ○ In September and January, review the records of all seniors to check their progress in meeting graduation requirements. He/she shall talk to any students who may have difficulty meeting graduation requirements and write letters in conjunction

with the Senior High Principal, to

- parent(s)/guardian(s) regarding any such problems.
- Discuss student programs and make recommendations as to what can be done in conjunction with teachers, parents and administration.
- Schedule students in appropriate classes depending on post-secondary plans in conjunction with parents, teachers and administration.
- Shall assist the administration in making arrangements for enrollment in the summer program.
- Supervise and maintain cumulative records and enroll students in grades 7 through 12.
- Assist students in preparing for after graduation
- Assist students filling out application forms for school, financial aid and jobs.
- Write recommendations on behalf of students for colleges, technical schools, scholarships, special awards and military service.
- Send out applications, transcripts and recommendations to schools and agencies.
- Coordinate and set up visits of representatives from colleges, technical schools, the military services and private training facilities.
- Call and write schools to set up visitation appointments and testing for students.
- Shall provide information on career areas and schools and administer and interpret interest tests.
- Act as contact person for parents/guardians and students regarding financial aid, educational planning, and student grades and programs. ○ Work with students on education/vocational post-secondary planning. ● Counsel students individually and/or in groups
- Advise and provide information to parents/guardians and teachers
- Collect information for special reports from teachers, students and records.
- Serve on individualized education program (IEP) teams when deemed appropriate.
- Shall keep abreast of current practices in the field of guidance and counseling through attendance at professional conferences/workshops.
- Assist school administrators where needed
- Assist the Senior High Principal in coordinating and administering the testing program at the Junior/Senior High School.
- Shall assist the administration in developing a master schedule and individual student schedules.
- Perform any and all other duties prescribed by the administration.

Salary: Western Wayne Schools will offer a competitive salary and benefit package that is commensurate with qualification and experience. The annual contractual length for this position is 184 days.

Application Process:

- Send an email to Mrs. Renee Lakes, High School Principal, rlakes@wwayne,k12.in.us and to Mrs. Robin Hokey, HR Director, rhokey@wwayne.k12.in.us to express interest in this position.
- Please submit applications on Appli-track at <https://wwayne.k12.in.us/> select staff/employment and then Appli-track online applications.

Timeline:

- Vacancy posted on Monday, June 26, 2023
- Vacancy notice emailed to all teachers in the Western Wayne Schools on June 26, 2023