



## **Vacancy Notice: ELEMENTARY SCHOOL COUNSELOR**

Western Wayne School Corporation Superintendent, Mr. Andy Stover, has announced a vacancy for the position of Elementary Counselor. This is a full-time position for the 2023-2024 school year. This position is funded using federal grant money, as such, this position will be available for 3 years.

### **JOB DESCRIPTION:**

The Elementary Counselor's position supports students in the attainment of social-emotional regulation and college and career readiness by providing a comprehensive counseling program. To coordinate a comprehensive program, Counselor must work closely with teachers, support staff, administrators, guidance counselors and local counseling agencies.

### **QUALIFICATIONS:**

School Counselor (Preferred), or  
Licensed Social Worker

### **JOB RESPONSIBILITIES:**

- Help students attain an optimum level of social-emotional regulation
- Provide a comprehensive, schoolwide SEL program for whole classes and small groups
- Administer SEL surveys and/or questionnaires and analyze data to determine needs and monitor progress
- Identify students with special needs in the areas of social-emotional regulation and make appropriate recommendations and referrals
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students
- Provide professional development for classroom teachers in SEL and College and Career Readiness.
- Help teachers develop individualized behavior plans for students who struggle with emotional regulation
- Create grade appropriate College and Career Activities that are embedded with 'best practices'

- Ensure that all activities conform to district guidelines
- Work and communicate effectively with all members of the school district and community organizations
- React to change productively and handle other tasks as assigned
- Support the value of education
- Support the philosophy and vision of Western Wayne Schools
- Implements all corporation policies as they relate to the student/parent concerns
- Develop & coordinate with Administration on master schedule and scheduling of all students
- Counsel individuals and small groups of students toward social and emotional growth
- Coordinates counseling services with outside agencies
- Assists in coordination and implementation of school testing
- Guide students through the development of educational and career plans
- Assists students in evaluating their skills in order to help them determine what they need to do next to achieve their goals
- Coordinates homebound instruction program and acts as a liaison between school and private help agencies
- Assists in determining student placement, e.g., assignments to classes, retention, Title 1, summer school
- Participates in and assists with the intervention/crisis team process
- Attendance at ACR Committee meetings
- Development and coordination of 504 plans
- Creates and delivers Classroom Guidance activities such as organization skills, note taking, calculating GPA, keeping track of credits, and others as needed.
- Performs other duties in conjunction with corporation counselors &/or assigned by principal

#### APPLICATION PROCESS

- Send email to Mrs. Elizabeth Miller, WWES principal, [emiller@wwayne.k12.in.us](mailto:emiller@wwayne.k12.in.us) and to Mrs. Robin Hokey, HR Director, [rhokey@wwayne.k12.in.us](mailto:rhokey@wwayne.k12.in.us) to express interest in this position.
- Applications can be submitted at <https://wwayne.k12.in.us/> select staff/employment, Appli-track online applications.

#### TIMELINE

- Vacancy posted on Wednesday, October 4, 2023