

PLEASE POST

PLEASE POST

**PERSONNEL VACANCY NOTICE**

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street  
Gary, IN 46407

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: School Counselor  
Department: Special Education and Student Services  
Reports To: Building Principal; Executive Director of Special Education and Student Services  
FLSA Status: Exempt  
Job Status: Full-time, Certified  
Funding Source: General Fund

**PURPOSE STATEMENT**

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. The major functions of the school counselor job description incorporate the Gary community School Corporation Board of Education's guiding mission that every public school student will graduate from high school globally competitive for work and postsecondary education and prepared for life in the twenty-first century.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

Development and Management of a Comprehensive School Counseling Program:

- Discusses the comprehensive school counseling program with the school administrator.
- Develops and maintains a written plan for effective delivery of the school counseling program
- Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).
- Maintains current and appropriate resources for education stakeholders.
- Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability

(National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).

- Uses data to develop comprehensive programs that meet student needs.

#### Delivery of Comprehensive School Counseling:

- Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- 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.
- Accurately and appropriately interprets and utilizes 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 needs.
- 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.
- Provides appropriate information to school personnel related to the comprehensive school counseling program.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Participates in professional development activities to improve knowledge and skills.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

#### **SUPERVISORY RESPONSIBILITIES**

Students.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- School counseling program.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.

### **EDUCATION AND EXPERIENCE**

Master's Degree in School Counseling.

### **CERTIFICATION**

Indiana Department of Education School Services License: School Counselor (7-12).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

- Drug Test
- Pre-placement Medical Exam

### **Certificates & Licenses**

- See Above

### **Continuing Educ./Training**

### **Clearances**

- See Above

- Fingerprinting/Background Clearance

**METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until job is filled to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

**EQUAL OPPORTUNITY EMPLOYER**