

Western Reserve Local School District

3765 US 20 – Collins, Ohio 44826

Phone: 419-660-8508 - Fax: 419-660-8429



JOB VACANCY

DATE OF POSTING: April 25, 2024

JOB TITLE: Elementary School Counselor

JOB DESCRIPTION:

The Elementary School counselor plays a crucial role in fostering students' emotional, social, and academic development within the elementary school setting. The position provides comprehensive support to students, families, and the school community through one-on-one services, small group sessions, in-class initiatives, and building-wide initiatives.

QUALIFICATIONS:

- Master's Degree or higher in counseling, administration, or elementary education preferred
- Valid ODE licensure required or ability to obtain
- Experience providing counseling and crisis intervention preferred.
- Ability to maintain effective relationships with students, peers, parents, and community.
- Proficient in relevant computer applications.
- Able to multitask, prioritize, and meet deadlines.
- Must possess excellent communication skills.
- Problem-solving skills: able to identify and resolve problems promptly and gather and analyze information skillfully.
- Interpersonal Skills: maintaining confidentiality, remaining open to others' ideas, and being willing to try new things.
- Oral Communication: speaking clearly and persuasively in positive or negative situations, demonstrating group presentation skills, and conducting meetings effectively.
- Written Communication: able to edit work for spelling and grammar, present numerical data effectively, and able to read and interpret written information.
- Planning/organizing: able to prioritize and plan work activities, use time efficiently, and develop realistic action plans.
- Quality Control: able to demonstrate accuracy and thoroughness and monitor own work to ensure quality.
- Adaptability: able to adapt to changes in the work environment, manage competing demands, and deal with frequent changes, delays, or unexpected events.

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- Dependability: able to be consistently at work and on time, follow instructions, respond to leadership direction, and solicit and accept feedback to improve performance.

PERFORMANCE RESPONSIBILITIES:

- Participates in and leads meetings with teachers, students, and staff to support behavioral, social, or emotional supports, including PBIS.
- Guide students or groups of students through restorative practices
- Develop and deliver small group and classroom lessons in SEL initiatives, including Zones of Regulation, anti-bullying, and social skills.
- Evaluate and revise the building/district counseling program.
- Participates in IEP and 504 meetings as necessary
- Respond to crises when appropriate.
- Represents the school system with appropriate outside support organizations.
- Facilitate parent workshops and support groups to guide parenting skills, communication strategies, and navigating challenges.
- Maintain confidentiality, practice non-discrimination within the scope of duties, and follow state and federal law.
- Reports known or suspected abuse to law enforcement agencies or children's service agencies.
- Leads and collaborates on the implementation process of building-wide PBIS initiatives.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Cooperates with administrators, supervisors, consultants, fellow teachers, students, and the public.
- Is aware of and appreciates cultural diversity and the importance of communication skills reflective of sensitivity to the feelings of all persons.
- Refers severe problems to appropriate community resources.

Number of Hours: 184-day contract, plus extended days

Immediate Supervisor: Building Principal

Location of Assignment: Western Reserve Elementary

Rate of pay: Based on Collective Bargaining Agreement.

Final Date for Receipt of Application:

Anyone interested in this position should email Administrative Assistant Kelly Sayler at ksayler@western-reserve.org with a resume and references within ten days from the date of this posting.

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