

Notice of Vacancy

Salem Community Schools

Position: Bradie Shrum Elementary Counselor

Responsibility:

- Receives referrals and provide individual/group counseling to students in areas of personal, social, educational, and career development.
- Assists in gathering, interpreting, and assimilating information in light of student needs.
- Discusses with parents problems arising for individual students.
- Cooperates with the middle school in the orientation of fifth grade students in preparation for entrance into the middle school program.
- Administers tests and/or prepare those persons who will administer the tests.
- Interprets individual and group testing data and use the feedback to facilitate the students' school performance.
- Makes referrals of students to psychological services or other agencies.
- Monitors student attendance and tardiness; make parental contact for student absences.
- Assists in organizing case conferences.
- Performs other counseling duties assigned by the principal when deemed necessary.

Qualifications: Successful candidate must:

- hold a valid Indiana teaching license and counseling license.
- have knowledge and understanding of special education laws.
- have ability to provide leadership and supervision.
- have the ability to work collectively and collaboratively with staff, students, and community.
- have strong communication skills.

Salary: Based on Teacher's Master Contract Schedule

Effective Dates: Jan. 11-2018

Posting Date: Dec. 3, 2018

Closing Date: Dec. 17, 2018

Application Packets: Application materials must include:
(1) Completed SCS application
(2) Letter of application
(3) Current resume
(4) Copy of a valid Indiana Teacher's License
(5) Copies of college transcripts or
(6) University Placement file, if applicable

Contact: Dr. Lynn Reed
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