



School Guidance Counselor

STARTING DATE: 2015 - 2016 School Year
REPORTS TO: Supervisor of Student Services Office
WORK YEAR: 204 days/year as per Board-adopted calendar (10-month contract)
SALARY RANGE: Appropriate step on salary schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Valid Ohio School Counselor license/certificate
- Ability to facilitate guidance services for students from multiple member-school districts.
- Highly motivated self-starter with a passion for helping students and demonstrated ability to individualize counseling and work with students having a variety of needs and abilities in a team environment
- Proficiency with technology
- Excellent planning, organizational, and problem solving skills
- Excellent oral and written communications skills
- Demonstrated understanding of Ohio's graduation expectations and of Ohio Career Technical / Academic Content Standards
- Guide students with their personal, social, educational, and career development skills
- Ability to develop positive working relationships with district staff, students, families, and the community
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Provide guidance and counseling of an assigned caseload of students
- Serve as a liaison to member schools and participate in promotional activities at the member schools, at Penta and in the community
- Assist in coordinating activities such as student orientations, the application process, recognition activities, and other school activities
- Maintain an acceptable attendance record and be punctual
- Respect diversity and manage individual, group and organizational interactions skillfully
- Ability to use diplomacy and exercise self-control when dealing with difficult individuals or situations
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Work under the guidelines of Penta's Mission Statement and Goals
- Attend district, state and national professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit a letter of interest, résumé, transcripts, and Penta's Instructor application

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551