

KETTERING CITY SCHOOL DISTRICT

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KETTERING, OHIO 45429

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MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTING

April 4, 2025

TO: All Kettering City School District locations and outside locations as designated by the Assistant Superintendent of Human Capital.

POSITION: **ELEMENTARY SCHOOL COUNSELOR**
Effective 2025-26 School Year

LOCATION: **J. E. PRASS ELEMENTARY SCHOOL**

GENERAL INFORMATION: Seeking applicants with an Ohio School Counselor License who have the ability to interact with students, staff, and parents to provide assistance and solve problems.

MAJOR RESPONSIBILITIES, Partial List:

1. Develops educational objectives.
2. Supervises and manages student files.
3. Participates in school-wide programs and activities.
4. Communicates with parents and guardians of assigned students.
5. Maintains records of student progress.
6. Provides information on special academic programs to all students.
7. All other duties as assigned.

QUALIFICATIONS, Partial List:

1. Valid Ohio counseling license.
2. Must pass criminal background checks and pre-employment drug screening.
3. Collaboration and problem-solving skills.
4. Educational technology skills.

SALARY: According to the approved teacher salary schedule.

APPLICATION PROCEDURE: All candidates are required to apply online at: www.applitrack.com/dayton/onlineapp. Current employees should apply as “INTERNAL” applicants, and all other candidates (including current Substitute Employees) should apply as “EXTERNAL” applicants. The contact person is Jennifer Paxson, Principal, J.E. Prass Elementary School, jennifer.paxson@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately.

KETTERING BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER