



VACANCY NOTICE

Belvidere North High School

The following position is available for the 2025-2026 school year:

Proficiency Credit Recovery Counselor

DATE REQUIRED: August 18, 2025
QUALIFICATIONS /
EXPERIENCE DESIRED: PEL with a secondary school counselor endorsement
SALARY: Starting base of \$43,976.00 w/o TRS
([CBA Agreement](#)- Article 26)
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008
(815) 544-0301

Posting: March 21, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



Job Description

Position: Proficiency and Credit Recovery Counselor

Reports to: Building Principal

Qualifications: PEL with secondary school counselor endorsement

Terms of Employment: Full time; Competitive salary and benefits

Basic Function: In cooperation with building administration, school counselors work to advance student success by facilitating students' academic, social/emotional and career/life plan choices. The proficiency and credit recovery counselor will focus their work on supporting building administration with tasks related to proficiency and credit recovery initiatives.

Performance Responsibilities and Duties:

- a. Coordinate proficiency and credit recovery programs like after school tutoring.
- b. Monitor student progress, track data, and communicate results with students and their families.
- c. Implement and coordinate school-wide counseling services and activities.
- d. Demonstrate knowledge of counseling theory and techniques.
- e. Demonstrate knowledge of child and adolescent development.
- f. Demonstrate knowledge of state and federal regulations and resources both within and beyond the school district.
- g. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
- h. Collaborate with other pupil personnel professionals.