



SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, Delaware 19977

Telephone (302) 653-8585

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Mrs. Deborah Judy
Assistant Superintendent

TEMPORARY FOR SY 2018-19

VACANCY NOTICE

POSITION: Secondary School Counselor

LOCATION: Smyrna High School

STARTING DATE: ASAP

MINIMUM QUALIFICATIONS: Delaware Educators' License
Certification as a Secondary School Counselor per 14 Delaware Admin. Code 1545
Knowledge of scheduling and student career pathways
Working experience using technology

DESIRED QUALIFICATIONS: Flexible enough to work well with a team
Able to generate rapport with teachers and students
Willing to provide individualized counseling

SALARY: In accordance with the State of Delaware and local salary schedules, based upon experience and degree

NOTE: Direct Deposit of pay is a condition of hire.

CLOSING DATE: Until filled

The Smyrna School District reserves the right to extend or shorten the application and/or interview period, to modify job requirements, and to reject any or all applications for just cause.

APPLY TO: <https://www.applitrack.com/smyrna/onlineapp/default.aspx>

1/18/19

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws.
Inquiries should be directed to the District Superintendent.

Secondary School Guidance Counselor

Reports To: Building Administration

Responsibilities of Position:

- Provide career guidance and counseling services to high school students in grades 9-12.
- Serve as the liaison between the school and DSCYF.
- Work with law enforcement and school administration as needed during reports of abuse and neglect.
- Assist administration with yearly scheduling procedures.
- Monitor and update student cumulative files.
- Assist with federal and state assessment coordination.
- Refer children and their parents to special programs, specialists and outside agencies as needed.
- Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school.
- Participate in the high school enrollment process.
- Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Accurately and appropriately interpret and utilize student data.
- Collaborate with parents/guardians and educators to assist students with educational, career, and life planning.
- Provide individual and group counseling to students with identified concerns and needs.
- Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Implement an effective referral and follow-up process as needed.
- Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
- Use available technology resources to enhance the school counseling program.
- Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.
- Monitor student academic performance, behavior, and attendance and facilitate appropriate interventions.
- Participate in local, state and national associations which foster the development and improvement of school counseling whenever possible.
- Attend workshops and other professional growth activities.
- Provide noninstructional duties as needed.
- Participate in and coordinate parent/teacher conferences as needed.
- Other duties as assigned by the Administration.

Evaluation: Performance of this job will be evaluated in accordance with the CBA between the SEA and the Board of Education, and the Delaware Performance Appraisal System