

VACANCY POSTING
CLASSIFIED POSITIONS

Elementary Guidance Counselor

POSITION	LOCATION	REQUIRED CERTIFICATION	POSTING DATE	FINAL DATE TO NOTIFY PRINCIPAL OR SUPERINTENDENT
School Counselor	Cloverdale Elementary and Fillmore Elementary	K-12 School Counselor License	February 26, 2024	Until position is filled

Application Available:

Download the application at www.cloverdale.k12.in.us or obtain one through the Superintendent's Office at

310 East. Logan Street
Cloverdale, IN 46120
Phone: (765) 795-4664

Contact:

Mary Jane Elkins, Principal
311 East Logan Street
Cloverdale, IN 46120
School Phone: (765) 795-4339

Note to Current Employees:

To apply for any of the above positions, you may (1) e-mail a letter of application to the superintendent and carbon copy it to the principal or (2) send a hard copy letter of application to the superintendent and to the building principal.

Cloverdale Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity.

ELEMENTARY SCHOOL COUNSELOR

Title: School Counselor or Student Support Advocate
Qualifications: Elementary Counselor License or Elementary Education, BS Degree
Reports To: Elementary Principal

Job Goal: To provide services to students to strengthen their academic, social, and emotional well-being at school leading to optimum learning opportunities.

Performance Responsibilities:

1. Student Support
 - a. Provide social-emotional support within the school setting
 - b. Provide academic guidance to foster positive academic performance
 - c. Establish a home/school connection to build a strong foundation between home and school
 - d. Provide individual and group counseling focusing on academic and social strategies that can be implemented in the classroom
 - e. Monitor attendance concerns and communicate with parents regarding attendance policies
 - f. Coordinate outside programs such as Mary Allison Trust, Clothe-a -Child and other agencies who donate resources to students at school
2. Teacher Support within the Classroom
 - a. Collaborate with staff members regarding student concerns and best practices for supporting students in the classroom
 - b. Keep administration informed as to the needs of students and discuss proactive strategies to help students in the areas of curricular, student services and other school activities
 - c. Work with teachers, parents, and administration on referrals to community agencies
3. State and Local Assessments
 - a. Provide support to administration and teachers on state and local assessments such as scheduling, state requirements for assessment, and other related assessment duties
 - b. Help to monitor test data and provide feedback for students and parents
 - c. Provide family support for services such as IEPs, 504 plans, Health Plans and other individual services as students may need
4. Supervision Duties
 - a. Morning and after school duties
 - b. Lunch duties as needed
 - c. Extracurricular activities as needed
 - d. Other supervision duties as assigned by administration
5. Miscellaneous Tasks
 - a. McKinney-Vento Liaison
 - b. DCS Liaison
 - c. ELL Liaison
 - d. Special Education PAR as needed
 - e. RTI/MTSS team member
 - f. Other miscellaneous duties as assigned by administration
6. Perform other tasks and assume other responsibilities as the principal or superintendent may assign.

Terms of Employment: Certified employee of Cloverdale Community School Corporation. This person will work/travel between Cloverdale Elementary School and South Putnam School Corporation Elementary Schools as Assigned.

Evaluation: Performance of this position will be evaluated annually in accordance with the provisions of the CCSC School Board evaluation process.