

Ridgemont Local School District



Sally Henrick, Superintendent

Melissa Pollom, Treasurer

POSTING

Position Open: The Ridgemont Local School District is accepting applications for the following position for the 2022-2023 school year:

Position: **School Counselor**

Ridgemont is looking for someone who is passionate about the following beliefs:

-the learning experience should be centered on student voice, passion, and ownership.

-collaboration among partners empowers, challenges, supports, guides, and makes us unafraid to innovate.

-in the freedom to fail and grow as we explore new ways to think and do.

-service is our tool to instill a productive connection with community and meaningful life experiences for our staff and students.

-rigorous academics are foundational to collaboration, innovation, and service which cause us to explore boundaries and redefine them.

-our staff and students bring value to the world and should always be treated with the highest integrity

Qualifications: Valid Driver's License
B.C.I. Background Check
State of Ohio Teacher License:
Valid Professional Pupil Services License Specializing in School Counseling

District: Ridgemont Local School District

Apply to: Ms. Sally Henrick, Superintendent,
560 W. Taylor St.
Mt. Victory, Ohio 43340
sally.henrick@ridgemont.k12.oh.us

**Application
Deadline:** July 6, 2022

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RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

- Title:** SCHOOL COUNSELOR **File 301**
- Reports to:** Assigned administrator/supervisor
- Job Objective:** Plans/implements a comprehensive developmental guidance and counseling program.
- Minimum** · Valid state department of education license/certificate as determined at the time of appointment.
- Qualifications:** · Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
· Anticipates time constraints. Manages tasks efficiently to meet deadlines.
· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
· Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
· Maintains a record free of criminal violations that would prohibit public school employment.
· Meets all mandated health screening requirements.
- NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- Essential** · **1. Provides guidance/counseling services. Pursues ongoing program improvements.**
- Functions:** · Communicates program objectives/performance expectations to students/parents and staff.
· Keeps current with state standards/guidelines. Collaborates with staff, students, families and the community to delineate short/long-range guidance program needs/opportunities.
· Allots time for individual/group counseling. Supports the development of curriculum that help students acquire/improve personal skills (e.g., accountability, decision-making, interpersonal communication, problem solving, responsible behavior, self-confidence, etc.).
· Develops/recommends strategies to improve promotion/graduation rates for at-risk students.
· Collaborates with staff to identify/resolve problems that impede student participation in appropriate learning activities. Helps ensure assessment procedures support non-biased planning activities.
· Follows district protocols to safeguard student information shared with staff and referral sources.
· Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
· Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
· Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.

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- Provides opportunities for all students to participate in an inclusive educational environment.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Maintains career-focused resource materials. Helps students understand the interrelationship of academic courses and career objectives. Promotes a balanced perspective of work and family life.
- Helps staff with pupil management. Prepares conduct reports/discipline recommendations.
- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Initiates student/family referrals to community services (e.g., legal, health, social services, etc.). Serves as a contact person for public agencies and an intermediary for parents/staff.

Additional Elementary-Level Duties:

- Oversees the implementation of student character education activities.

Additional High School-Level Duties:

- Identifies prerequisite employment skills and profiles essential training characteristics.
- Directs students in the investigation of individualized educational, occupational and personal goals.
- Guides students in self-appraisal of personal competencies. Helps students acquire skills for participation in post-secondary education, work training and/or employment environments.
- Facilitates student enrollment and serves as a liaison to the vocational school.
- Assists with student transition processes (e.g., alternative school programs, community relocation, promotion/graduation, school to work, post-secondary program enrollment, etc.).
- Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Pursues the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.

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3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Provides appropriate supervision. Implements effective pupil management procedures. Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.
- Watches for situations that may indicate a problem.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance

Job performance is evaluated according to policy provisions and contractual agreements adopted

Evaluation:

by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.