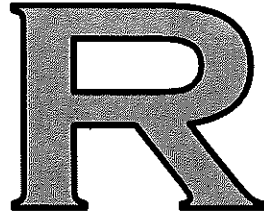


Ridgewood Local School District

Mr. Mike Masloski
Office of the Superintendent
301 South Oak Street
West Lafayette, Ohio 43845

Telephone: (740) 545-6354
Fax: (740) 545-6336
Jean McVay, Administrative Assistant



April 16, 2024

POSTING
2024-2025 SCHOOL YEAR

POSITION:

- High School Guidance Counselor (grades 8-12)

SALARY & BENEFITS :

- Salary per Negotiated Salary Schedule

HOURS:

- Regular School Hours

QUALIFICATIONS:

- Current Licensure

Job Description as posted.

Interested parties should contact Mr. Masloski, Superintendent, in writing by the end of the business day on Tuesday April 23, 2024

Mike Masloski
4-15-24

Job Description

Counselor

Reports to: Building Principal

Qualifications

1. High School Diploma and College Degree plus a Master's Degree
2. Hold appropriate licensure for the position
3. Application on file
4. BCI/FBI check
5. Drug test
6. Reference checks
7. Computer/Technology skills
8. Excellent welcoming and interpersonal skills
9. Ability to communicate with parents/staff/students
10. Good organizational skills
11. Warm personality
12. Honesty, integrity, confidentiality and responsibility
13. Good attendance record
14. Good work ethic
15. Punctual and reliable
16. Willing to undergo training
17. Self-Starter
18. Adaptable to change
19. High personable

General Responsibilities---A Counselor's number one responsibility is to insure that the students of the Ridgewood School are well informed, protected from the anxieties of their individual life and seek answers to their questions on how to make their life's goal a reality

1. Develop and deliver the school counseling curriculum in a classroom setting

2. Assist students in the areas of academic, career and personal/social development
3. Provide individual and small group counseling in a variety of settings
4. Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting
5. Make appropriate referrals of students and parents to outside agencies and specialists
6. Participate in activities that contribute to the effective operation of the school
7. Plan, evaluate and revise the school counseling program
8. Pursue continuous professional growth to stay abreast of the field
9. Promote an understanding and appreciation of diverse populations and cultures
10. Prepare students for the transition to the next level: middle school, high school and post high school activities

Specific Duties

1. Provide individual planning sessions to students in the area of academic, career and personal/social development, in accordance with planned objectives for student's grade level
2. Interpret tests, student data and other assessment results appropriately in counseling environment.
3. Provide individual counseling for students in response to requests
4. Take a leadership role in the infusion of counseling content into the curriculum, staff development and parent education
5. Plan and coordinate programs such as career and college fairs, scholarships, and other extensions of counseling curriculum.
6. Coordinate programs for parents to assist students in making smooth transition from building to building
7. Design, deliver, evaluate and revise a planned sequential curriculum in the following areas: academic success, career awareness and personal/social growth and understanding

- 8.** Work in close conjunction with county agencies (Coshocton CARES, jobs and family services, Career Center and the Various Safety Departments)
- 9.** Articulate the schooling counseling program to students, parents, teachers, staff and community using all available resources (Phone alerts, Newspapers, Newsletters, Email, Webpage, etc)
- 10.** Develop and maintain skills needed to utilize technology systems and participate in professional development activities

Board Reviewed Summer of 2016