ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT
Mr. Joel D. Mahaffey

Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: June 11, 2021

Position: Guidance Counselor – Grades 6-12

Starting Date: August 10, 2021

Qualifications:

- Possess a valid Indiana School Counselor license or be eligible to obtain one; or be a licensed Social Worker or Case Worker
- Excellent organizational and communication skills
- Ability to utilize student data management systems – Powerschool experience a plus
- Experience working with standardized testing, scheduling, small group counseling, and collection /analyzing of data
- Strong collaboration skills.

Essential Functions:

- Work with guidance and school staff with student counseling
- Provide social and emotional support to students in the areas of child and adolescent development
- Guide individuals and groups of students through development of educational and career plans
- Counsel individuals and small groups on the basis of student and school social-emotional learning needs
- Communicate with students and parents in an appropriate and timely manner to inform them of the student's social and/or academic progress
- Other duties assigned by the Principal and/or the Superintendent

Immediate Supervisor(s): Mrs. Katie Isch, MS Principal
Mr. Jeff McCullough, HS Principal

Terms of Employment:

- Commensurate with experience
- 183 Day Contract – 3-year assignment

Posting Deadline:

Those interested in applying for this position may do so by submitting an application (the application for a certified position can be found on www.accs.k12.in.us), cover letter, resume, three (3) current letters of recommendation and official college transcripts (undergraduate & graduate) to:

Adams Central Community Schools
Attn: Director of Human Resources
222 West Washington Street
Monroe, IN 46772

- Submission of materials may also be sent via email at: hr@accs.k12.in.us
- For consideration, all materials must be received by July 16, 2021