



## **VENICE CUSD #3**

544 Niedringhaus Ave  
Granite City, IL 62040  
(618)274-7953

[www.veniceschools.org](http://www.veniceschools.org)



### **EMPLOYMENT OPPORTUNITY** **Guidance Counselor/School Social Worker**

**Open date:** Aug, 3, 2023

**Closed date:** Until filled

**Scope:**

The function of this position is to provide a comprehensive school counseling program that is preventative in design, developmental in implementation, and supports VES students in the areas of academic achievement, individual student planning, and personal and social development. He or she serves as a consultant to educators, families and community partners. He or she will also provide social work services on a professional level to Special Education and General Education students in grades Pre-K through 8<sup>th</sup>.

**Reports to:** Principal

**Work term:** Full-time – 9 months

**Brief Description of Duties Include:**

- Use the majority of the time (80%) to provide direct services to students through preventive and responsive services, including individual student planning, and uses the remaining time in development and management, system support and accountability.
- Develop and maintain a written plan for effective delivery of the school counseling programs
- Design, implement and assess the guidance curriculum.
- Utilize responsive counseling, initiating individual and group sessions for students' personal, social and academic concerns.
- Consult with families and staff to appraise student needs and interests and to discuss appropriate recommendations for educational options.
- Plan, coordinate and provide classroom group guidance sessions to meet the identified guidance and counseling competencies in the areas of academic achievement, career and educational development, and personal and social development.
- Assess student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies and alternative programs.
- Intervene during crisis situations and participates on school crisis team.

**Minimum Qualifications**

- Master degree from an accredited college or university in Guidance Counseling and/or Social Work.
- A valid Professional Educator License endorsed in Social Work and/or Counseling from the State of Illinois
- Ability to analyze data to inform work and decision making, analyze and evaluate available data, assess student needs and develop and implement procedures and policies to support student achievement.
- Ability to pass a basic physical and criminal background check
- Experience working with children ages 3-16.

**Knowledge Skills and Abilities**

- Have an understanding of the IEP process, Illinois Master Plan for Special Education, and IDEA
- Have knowledge of current state law and regulations regarding Special Education.
- Leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas)
- Ability to prepare social and family histories for case evaluation and referrals.
- Skill in socio-environmental analysis and diagnosis on problems students
- Skill in communicating concepts and information accurately orally or in writing, including formal statistical reports.
- Ability to demonstrate effective liaison relationships with parents, schools, and agencies; ability to coordinate activities from many sources for the benefit of an individual student.

To apply, submit a letter of interest and resume to Mrs. Cynthia Tolbert, Superintendent at [ctolbert@veniceschools.org](mailto:ctolbert@veniceschools.org) or Ms. Jeanna Outerbridge, Principal at [jouterbridge@veniceschools.org](mailto:jouterbridge@veniceschools.org).