



# Valparaiso Community School Corporation

Valparaiso High School

Title: **High School Guidance Counselor Department Chair**

Qualifications:

- Appropriate Indiana licensure in school counseling required
- Knowledge in IDOE Graduation Pathways preferred
- Experience and knowledge in honors programs such as AP, IB, or dual credit preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Job Goal:

- To carry out the aims and objectives of the Valparaiso Community Schools
- To instruct students in individual, small group, and large group settings for the success of all students
- To continue the expectation of excellence in Valparaiso High School, promoting growth of the programming offered to students, and fostering the development of the whole child

Expectations:

- Primary Communicator
- Foster professional growth in all department members
- Foster and maintain relationships with both middle schools and parochial schools to organize 8th grade orientation, registration, scheduling progress, etc.
- Instructional Leadership Team Liaison
- Attend weekly VHS Administrative team meeting
- Ready NWI Representative
- Freshman 4-Year Plan Coordinator
- Summer School Coordinator
- Proficient in all Guidance-related technology applications
- Scheduling Coordinator – coordinates all scheduling materials, procedures at both VHS and rising freshmen
- Expertise in graduation pathways and all graduation-related initiatives and/or requirements
- Commencement Coordinator
- Co-coordinate with administrator to oversee, organize, and implement all national and state student testing.
- Other duties assigned by principal

Reports To:

- Building Principal

To Apply:

- Submit letter of interest and resume to [ytobon@valpo.k12.in.us](mailto:ytobon@valpo.k12.in.us).