



Valparaiso Community School Corporation

Valparaiso High School

Title: **High School Guidance Counselor**

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
- Interest in sponsoring/coaching extra-curricular activities 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:

- Uphold all ethical practices related to counselor license
- Customer service oriented
- Use data to monitor and promote student success towards graduation, scholarships, careers, etc.
- Student-centered decision making
- Maintain high standards as a role model while advocating the skills, mission and objectives of the school and district
- Promote good citizenship, be understanding and fair, and display a character of integrity
- Effectively communicate with students, parents, teachers, media, administrators and other groups within the community
- Create and maintain relationships with all stakeholders
- Work in collaboration with peers across all disciplines, to enhance the learning experience for all students
- Knowledgeable in or adaptable to web-based programs currently used, such as Naviance, Canvas, Skyward, etc.
- Demonstrate necessary organizational and leadership skills
- Provide relevant and timely college and career counseling
- Facilitate focus groups
- Experience with creating, reviewing, or maintaining academic and behavioral intervention plans, including the Individual Education Plan, 504, General Education Plan, and any plans related to MTSS/RTI
- Participate and contribute to meetings involving student learning or accommodations

- Knowledge in proactive responses to student challenges including frequent absenteeism, peer conflict, mental health issues, academic struggles, grief/loss, and family concerns.
- Other duties assigned by principal

Reports To:

- Building Principal

To Apply:

- Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>