

## GUIDANCE COUNSELOR AT LEHMAN CATHOLIC SCHOOL

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Guidance Counselor	Full-Time  5 days/week (M-F)  7:45 a.m. to 4:00 p.m.	Until Filled	8/1/2019	Lehman Catholic School	Must hold, or have the ability to obtain, a valid ODE Pupil Services School Counselor license.

If you have questions regarding the position and/or building assignment, please contact Shawn McElroy, Executive Director of Organizational Development at:

[smcelroy@mresc.org](mailto:smcelroy@mresc.org)

### HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

#### MRESC Application

- **Step #2** – Submit your completed application to:  
Midwest Regional ESC  
Attn: Jana Barhorst  
129 East Court St.  
Sidney, Ohio 45365

Or you may email the completed application to:

[jbarhorst@mresc.org](mailto:jbarhorst@mresc.org)

Midwest Regional Educational Service Center  
School Counselor  
Job Description

**File 411**

**Title:** School Counselor

**Reports To:** Building Principal and/or Designated Supervisor

**Job Objectives:** The counselor will guide and encourage students to better understand themselves and others, help students use their talents to achieve successful learning experiences, and help students develop responsible behaviors to resolve problems that impede learning. The counselor will also work with colleagues to ensure the provision of all services mandated by state and Federal law, will support the boards of education policies, and will actively encourage parental involvement.

**Minimum  
Qualifications:**

- Have a valid State of Ohio counselor license or permanent certificate issued by the Department of Education
- Meet all mandated health requirements.
- Have a clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Demonstrate maturity and the ability to work with students and their families.

**Responsibilities  
and Essential  
Functions:**

The following skills and duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.

The Midwest Regional Educational Service Center will:

- Attend periodic MRESC school counselor and school social worker meetings (as appropriate based on assignment).
- Read assigned school's teacher and student handbooks.
- Attend selected school staff and counselor meetings.
- Consult with teachers, parents, administrators, and other community resources to help identify and serve the needs of target students.
- Review school files and other data to help identify target students.
- Participate in the school's Response to Intervention and/or Intervention Assistance Team process for target students.
- Attend Response to Intervention and/or Intervention Assistance Team meetings for target students.
- Attend Individual Educational Plan (IEP) meetings for target students.
- Attend Evaluation Team Report (ETR) meetings for target students.
- Teach and/or co-teach and/or observe grade-level guidance classes which include target students.
- Conduct small-group guidance activities which include target students.
- Conduct small-group counseling sessions which include target students.
- Conduct and document all individual counseling sessions with target students.
- Assist target students who transition from other Shelby County schools.

- Provide resources (books, pamphlets, etc.) to help teachers and parents work with the target students.
- Maintain an appropriate record keeping system—prepare records, test data, and reports as required by the Government Performance and Results Act (GPRA), state and federal law, district policy, administrative directive.
- Log all student, staff, parent, administrator, and community resource contacts.
- Maintain effective working relationships with community organizations (e.g., social agencies, court systems, law enforcement, child welfare services, health facilities, etc.).
- Make reasonable provisions to be available to parents and students for consultation or guidance purposes beyond the instructional day when requested.
- Make home visits at the request of the principal and/or site director.
- Contribute articles to the newsletter, newspaper, and web site, as needed.
- Encourage parent organizations and support student activities as time permits.
- Assist with schools' crisis intervention plan.
- Pursue personal goals to improve future performance, review literature, and participate in a variety of activities to keep current with promising research and effective instructional strategies, and maintain licensure requirements.
- Maintain a support network to assist in dealing with the stress, conflicts, and challenges of being a school counselor.
- Serve as a role model for students and demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Submit professional leave and requisition requests from the MRESC counselors.
- Submit mileage and requisition forms.
- Provide instructions and communicate expectations to assigned office staff, aides, student helpers, and volunteers, where applicable.
- Maintain the confidentiality of privileged information.
- Submit periodic self-evaluation reports.

## **Abilities**

### **Required:**

- Demonstrate professionalism and exemplary personal conduct.
- Demonstrate leadership skills and the ability to advance change.
- Demonstrate a commitment to the professional code of ethics.
- Display enthusiasm for education and the teaching profession.
- Skillfully manage individual, group, and organizational interactions.

## **Working**

### **Conditions:**

The MRESC School Counselors may be exposed to the following conditions that may range from remote to frequent based on circumstances that may not be predictable:

- Exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student commotion.
- Duties that may require operating and/or riding in a vehicle.
- Duties that may require extended time using a computer terminal and keyboard.
- Duties that may require considerable telephone contact and paperwork.
- Duties that may require working under stress to meet schedules and deadlines.
- Duties that may require working during the evening and/or weekend.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the governing board.

The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.