PROFESSIONAL JOB POSTING
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POSITION: Middle School/Elementary Guidance Counselor: 4 days at Clay Middle School, 1 day Itinerant

QUALIFICATIONS: Masters Degree in Counseling and Guidance Certified applicants only will be considered. Applicants who are not certified may submit a letter of interest which will be held for consideration in the event that certified applicants are not available.

JOB DESCRIPTION: Counsel students:
- Student Initiated
- Administration/Staff Referral
- Parent Referral
- Outside Agency Referral
  - Advise staff and parents
  - Offer personal counseling
  - Ascertain severity of neglect, abuse, or other conditions pertaining to students and notify proper agencies when warranted and make appropriate referrals
  - Teach developmental guidance
- Develop and implement career awareness program
- Serve as SAT Coordinator
- Active member of county-wide School Crisis Team
- Assist principal in determining eligibility or promotion
- Offer academic advising
- Maintain student records
- Possess a working knowledge of WVEIS
  - Look up schedule
  - Check attendance
  - Review grades and credits
  - Register and enroll new students
  - Schedule students and make schedule changes when necessary
  - Analyze discipline for counseling purposes
  - Use and create tags
  - Coordinate New Student Registration
  - Disseminate information on taking state tests. This may include announcements, classroom presentations, and individual advising
  - Serve as NAEP Coordinator when applicable
  - Use and interpret test scores for staff, parents and students
  - Maintain documentation of Use of Counselor’s time according to WVDE guidelines
  - Coordinate the Character Education Program/Responsible Student Program
  - Assist with Parent involvement and Parent Education program
  - Oversee the administration of student surveys
  - Other duties as assigned by the principals
Terms of Employment: Based on 200 days effective 2017-2018 school year

Compensation: State Basic plus increments for experience and education

Dates of Posting: August 17, 2017 - August 23, 2017

Apply in writing to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Wednesday, August 23, 2017. If mailing or faxing bid, please contact the central office to confirm receipt of bid.

For additional information, please contact Mrs. Leslie Goe, Principal at Clay Middle School at 587-2343 to discuss times and dates you are available for an interview.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.