

K-12 Guidance Counselor

Salary: DOE

Ad placed on: 04-11-2019

Closing Date: Open until filled

Essential Function:

The Chester-Joplin-Inverness School District is looking to hire a Guidance Counselor to serve approximately , K-12 students, beginning with the 2019-20 school year. Essential duties of the position include:

- Conducts counseling of student groups and individual students regarding educational and career plans.
- Provides counseling and guidance to students and parents in the use of test results for education/career planning.
- Educates students and parents regarding the necessary coursework required for graduation and assists those students who are showing signs of having educational difficulties.
- Reviews and evaluates academic progress of students and makes recommendations for modifications as appropriate.
- Consults with the teaching staff to facilitate counseling activities into the regular educational program.
- Consults with teachers, other educational staff, and parents regarding the developmental needs of students.
- Complies with Board policies, rules, regulations, and directives.
- Provides orientation to new students regarding the District's educational opportunities and/or career paths.
- Serves as a reference source for current information on colleges, technical education, apprenticeships, scholarships, armed services, and other educational programs and career opportunities.
- Facilitates all 504 meetings.
- Coordinates district wide testing and facilitates analysis of testing data.

Desired Minimum Qualifications Include:

Applicant must possess a valid Montana teaching license with the appropriate endorsements, or show the ability to obtain the appropriate license.

Please include the following documents when applying:

1. Letter of Interest
2. Resume
3. [District Application](#)
4. Three Letters of Recommendation
5. Copy of teaching certificate or the ability to obtain one through OPI.

Please submit completed applications to John Fauerbach in the High School Office or to adminassistant@cji.k12.mt.us.

School District #48-1J & #48-2J is an equal opportunity employer.