



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

**GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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D’Ette W. Devine, Ed.D.
Superintendent

Lauren C. Camphausen
President, Board of Education

PLEASE POST

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May 1, 2012

CLOSING DATE: Monday, May 21, 2012

ELEMENTARY SCHOOL COUNSELOR

GENERAL PURPOSE OF POSITION

Under the direction of the Principal and Coordinator of Guidance Services, the counselor provides guidance and counseling services to an elementary school population. The role of the Elementary School Counselor will involve management of the guidance program which includes counseling, consulting, information management and appraisal.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Conducts a systematic developmental classroom guidance program in grades Pre-K-5 to include self-concept, interpersonal relations and career education.
2. Organizes and implements individual, small group and classroom sessions to address program objectives.
3. Counsels students identified by staff, parent-guardian and/or self-referred regarding academic, personal or social concerns.
4. Organizes and implements small group or individual counseling sessions with students encountering adjustment problems, attendance, academic failure and emotional difficulties.
5. Consults with parents, staff and other agencies concerning individual student needs and provides necessary follow-up.
6. Collaborates with various school officials to interpret results of assessments for students and parents.
7. Arranges for an orientation and transition program for new students and those entering middle school.
8. Maintains an extensive log of activities, conferences, etc. and conducts evaluation of the program at the end of the school year.
9. Works with the Student Services Team (SST) and IEP team to develop and implement behavior intervention plans for students with behavioral and/or emotional needs.
10. Serves as a member of the SST Crisis Emergency Response Team (CERT) and the School Improvement Team (SIT).
11. Maintains regular, on-time attendance.
12. Reacts to change productively and performs other duties as assigned.

Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

MINIMUM REQUIREMENT OF THE POSITION

1. Has obtained or is eligible for an endorsement as School Guidance Counselor as prescribed in the bylaws of the Maryland State Department of Education.
2. Good interpersonal communication skills.
3. Is available to start employment at the beginning of the 2012-2013 school year.

SALARY

The salary range for this 10-month position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the regular classroom teacher's base salary. An attractive fringe benefit package includes health care, term life insurance, retirement plan and leave benefits.

APPLICATION PROCEDURE

Persons meeting the minimum qualifications are invited to submit a letter of interest, complete resume, and two letters of reference to the Executive Director for Human Resources, thru AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than. **4:00 p.m. on Monday, May 21, 2012**. Following screening of credentials, interviews may be scheduled depending upon vacant elementary counselor positions.

“The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion, or disability.”