



School Counselor Short Term Substitute

Position Description

Position Title: School Counselor Short Term Substitute

Reports to: Director of Counseling

Terms of Employment: Short-Term Substitute

School/Department: High School Counseling Department

Date: Approximately 12/15/2025 - 3/24/2026

FLSA: Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Position Description:

The School Counselor provides support and counseling to students and parents within the areas of academic planning, post-secondary/career guidance and social/emotional learning.

Qualifications:

- Valid Indiana Teaching License in Counseling
- Strong written and verbal communication skills
- Time management skills in responding professionally to email and phone messages
- Ability to establish positive working relationships with students, families and school professionals
- Ability to problem solve and support students in social-emotional and academic areas
- Ability to collect, manipulate, analyze and interpret data

Duties and Responsibilities shall include, but not be limited to:

- Oversee maintenance and contents of permanent records and data related to transcripts
- Willingness to learn new technology and stay current with other workplace innovations that support our school district
- Keep up to date on state-testing requirements, graduation requirements and college-entrance exams
- Assist staff to support students in special education or with 504s and ILPs
- Work closely with counselors and staff on support intervention teams, testing assignments and day and evening presentations
- Attend department and staff meetings, including professional development and school committees on which you serve
- Promote social-emotional learning and college/career readiness through work within our department and collaboration with administrators and other various committees
- Performs duties as assigned for special projects and/or program areas. May require independent completion of tasks and/or working as part of a team to deliver services

Communication Skills:

- Ability to effectively present information and respond to questions from students, parents and staff

Physical and Mental Efforts:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee is frequently required to stand and talk and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books or AV carts

Regular Work Hours/Travel Requirements:

- 7.5 hours, Monday through Friday

Carmel Clay Schools district is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disabilities Act as required by law.