



# CECIL COUNTY PUBLIC SCHOOLS

## DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
201 BOOTH STREET • ELKTON, MD 21921

*Serving Learners, Families, and the Community*

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Jeffrey A. Lawson, Ed.D.  
*Superintendent of Schools*

Diana B. Hawley  
*President, Board of Education*

**PLEASE POST**

**November 12, 2025**

**PLEASE POST**

**CLOSING DATE: UNTIL FILLED**

### **ELEMENTARY SCHOOL COUNSELOR** **Holly Hall Elementary School**

#### **GENERAL PURPOSE OF THE POSITION**

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Develops and implements a standards based guidance and counseling program for all assigned students that will include career development activities, academic concerns, and social/emotional adjustments.
2. Organizes and implements individual, small group, and classroom sessions to address program objectives.
3. Counsels students identified by staff 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/or emotional difficulties.
5. Utilizes data to effectively implement the Multi-Tiered System of Support (MTSS) process in the school.
6. Develops and maintains 504 and Behavior Management Plans that are needed for any student in the school.
7. Consults with parents, staff, and other agencies concerning individual student needs and provides necessary follow-up.
8. Arranges for orientation of students new to the school and works with feeder schools for students entering secondary schools.
9. Maintains complete student permanent record cards.
10. Collaborates with various school officials to interpret results of assessments for students and parents.
11. Consults with staff and recommends behavior modification techniques when requested for individual students.
12. Maintains a log of activities, conferences, etc., and conducts an evaluation of the program at the end of the school year.
13. Assists students in obtaining post-graduation training and/or education.
14. 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.
15. Serves as a member of the SST, Crisis Emergency Response Team (CERT), and the School Improvement Team (SIT).
16. Maintains regular, on-time attendance.
17. Facilitates the development of a six-year academic plan.
18. Reacts to change productively and performs other duties as assigned.

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**Our Mission:** *CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.*

## **MINIMUM REQUIREMENTS OF THE POSITION**

1. Has obtained or is eligible for an endorsement as School Counselor as prescribed in the bylaws of the Maryland State Department of Education.
2. Good interpersonal communication skills.

## **SALARY**

The salary range for the 2025-2026 school year for this 10-month position is \$57,914-\$92,951 and will commensurate with training and experience. Advanced preparation and longevity increments based on degree conferral and years of experience are in addition to the regular base salary. The salary schedule with these increments can be found here: [Salary Scales](#).

An attractive fringe benefit package for full-time employees is available that includes: individual or family medical, dental, and vision benefits; term life insurance; retirement plans; and 10 sick and 3 personal leave days.

## **APPLICATION PROCEDURE**

All applicants meeting the minimum qualifications of the position are required to submit a completed application and must include two professional references with valid email addresses the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>.

*The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.*

*Further information can be found in Policy AC on BoardDocs*

<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>