

River Forest Community School Corporation

3250 Michigan Street

Hobart, Indiana 46342

Telephone: (219) 962-2909 Fax: (219) 962-4951

Mr. Kevin M. Trezak Superintendent

Ryan M. Pitcock, Ph.D. Assistant Superintendent

NOTICE OF VACANCY

PLEASE POST

Please be advised of the following open position in the River Forest Community School Corporation for the 2026-2027 school year:

Student Support Specialist (Guidance Counselor)

Position Summary

The Student Support Specialist plays a critical role in promoting student success by supporting attendance initiatives, providing classroom coverage as an on-demand substitute teacher, maintaining graduation documentation, assisting with student mental health concerns, and ensuring a safe and orderly school environment through hallway and restroom supervision.

Essential Duties and Responsibilities

Attendance Support

On-Demand Substitute Teaching

CTE, Graduation Pathways, Work-Based Learning Documentation Management

Student Mental Health Support

Hallway, Cafeteria, and Restroom Supervision

Qualifications

- Bachelor's degree preferred (education, school counseling, social work, or related field)
- Experience working with middle or high school students preferred
- Ability to obtain certifications required by the state of Indiana
- Strong interpersonal and communication skills
- Ability to manage multiple responsibilities in a fast-paced environment
- Demonstrated ability to maintain confidentiality and professionalism

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Knowledge, Skills, and Abilities

- Understanding of attendance laws and student support systems
 - Basic knowledge of trauma-informed practices and student mental health awareness
 - Strong organizational and data management skills
 - Classroom management and conflict resolution skills
 - Ability to build rapport with diverse student populations
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Working Conditions

- School environment with frequent movement throughout the building
 - May require standing and walking for extended periods
 - Occasional need to respond to urgent student situations
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Reports To

- Building Principal or Assistant Principal
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Terms of Employment

- 188-day contract (based on district needs)
- Salary and benefits per district guidelines

Persons interested in applying for this position should apply at www.rfcsc.k12.in.us. Include a copy of your current resume, and letter of interest. The candidate recommended for the position must apply for an expanded certified employee criminal history check through safe Hiring at your own cost.

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Mr. Kevin M. Trezak Superintendent

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Gaelyn Mlynarcik/Randall Horka

Building Principals

3300 Indiana Street,

Hobart, IN 46342

Posted: April 24, 2026

Closing Date: Until filled

The River Forest Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity.