



Manchester Local School District

www.panthercountry.org

24-25 HIGH SCHOOL COUNSELOR

Qualifications

Counselors shall be properly licensed by the State Department of Education and Workforce. The Superintendent and Board of Education may establish specific qualifications based upon the needs of the school district.

General Duties and Responsibilities

The School Counselor is expected to be familiar with the “Ohio Standards for School Counselors” (ODEW) and integrate the six standards into their daily responsibilities.

School Counselors serve students, staff, administration and families

Specific duties (may be divided between 2 counselors or handled by both)

Provide personal, educational and career counseling to students and families.

Meet with students as needed to assist them in choosing and preparing a path toward post-secondary enrollment, gainful employment, or enlistment in the military.

Assist with parent conferences.

Provide information to students and families regarding the harmful effects of drugs, alcohol, tobacco and vaping.

Initiate referrals to outside agencies for concerns of abuse of any kind, sexual harassment or mental health issues.

Provide individual and group counseling based upon student needs.

Assist in students’ academic placement.

Track graduation requirements for students, including diploma seals, waivers and testing requirements. Monitor credits for seniors for graduation and prepare final list of graduates.

Maintain transcripts of high school students.

Assist in the verification of all necessary documents and orientation for student enrollment.

Attend relevant meetings with local organizations related to duties. These would include college admission meetings, local school counselor groups (through the SCESC), local business and community organizations that serve our students.

Attend Portage Lakes Career Center counselor meetings and communicate effectively with staff, students, and parents to assist our shared students.

Work with the Athletic Director to verify eligibility, assign tutoring when necessary and track Phys Ed waivers.

Serve as coordinator of the College Credit Plus program, including hosting an information night, communication with universities and colleges, preparation of necessary materials, scheduling, grades and transcripts.

Serve as test coordinator for ACT, EOC, AP and other standardized assessments. This would include scheduling logistics, organization, data collection and interpretation, and test submissions. Also schedule students with accommodations for proper test placements.

Assist students in planning and applying for post-secondary enrollments (colleges, universities, trade schools, technical schools). This includes assistance on actual applications, information on scholarships, financial aid (FAFSA), and letters of recommendation.

Coordinate local scholarship programs and our Senior Awards night.

Schedule visitations from colleges, universities and other post-secondary entities.

Work with all military branches to coordinate visits, promote opportunities, and schedule student meetings.

Track, calculate and produce lists of Honor Roll, Merit Roll, Academic Letters, and Cum Laude. Assist in determining eligibility for National Honor Society and other awards.

Participate in 8th grade parent meeting and freshmen orientation.

Assist administration with master schedule. Schedule all 9th, 10th and 11th grade students for the following year, including incoming St. Francis students; change schedules when necessary throughout the year.

Screen candidates for Career-Based Intervention program.

Coordinate selection of Junior Leadership Akron students and Boys' and Girls' State.

Work with School Psychologist and Special Services Coordinator to assist students with 504 plans, IEPs or other disabilities. Participate in meetings with parents.

Attend professional development and other training related to duties and school improvement.

Serve as a resource to staff in the areas of student concerns related to educational, health and social emotional needs.

Assist administration with graduation ceremony.

Help plan and coordinate summer school courses and schedules.

Assist with school mentoring programs.

Complete other tasks as assigned by the Principal.

Deadline for Applications: 5/10/24

Applications can be sent to: Karen.Selzer@manchester-panthers.org