

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources
Lilly Mitchel, Secretary to the Superintendent

Notice of Vacancy

Date: January 18, 2024

Position: Guidance Counselor – Grades 9-12

Starting Date: August 2024

Qualifications:

- Possess a valid Indiana School Counselor license or be eligible to obtain one; or be a licensed Social Worker
- Excellent organizational and communication skills
- Ability to utilize student data management systems – Powerschool experience a plus
- Experience working with standardized testing, scheduling, small group counseling, and collection /analyzing of data
- Strong collaboration skills

Essential Functions:

- Work with guidance and school staff with student counseling
- Provide social and emotional support to students in the areas of child and adolescent development
- Guide individuals and groups of students through development of educational and career plans
- Counsel individuals and small groups on the basis of student and school social-emotional learning needs
- Work with Corporation Testing Coordinator to organize and facilitate testing at the high school
- Communicate with students and parents in an appropriate and timely manner to inform them of the student's social and/or academic progress
- Other duties assigned by the Principal and/or the Superintendent

Immediate Supervisor(s): Mrs. Katie Isch, MS-HS Principal



Inspiring and Empowering Students to Succeed

Terms of Employment:

- Commensurate with experience
- 198 Day Contract

Posting Deadline:

Those interested in applying for this position may do so by submitting an application (the application for a certified position can be found on www.accs.k12.in.us), cover letter, resume, three (3) current letters of recommendation and official college transcripts (undergraduate & graduate) to:

*Adams Central Community Schools
Attn: Director of Human Resources
222 West Washington Street
Monroe, IN 46772*

- Submission of materials may also be sent via email at: hr@accs.k12.in.us
- For consideration, all materials must be received by February 9, 2024

