

## Employment Vacancy Spoon River Valley CUSD #4

**Job Title:** Full-time PreK – 12 GUIDANCE COUNSELOR

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**District Name:** Spoon River Valley CUSD #4

**Address:** 35265 N IL 97  
London Mills, IL 61544

**Phone:** 309-778-2201

**Fax:** 309-778-2655

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**Salary/Benefits:** Contract will be an extended contract. Salary and benefits will be negotiated with the successful candidate based on experience.

**Duties:** This position works with all grade levels PreK – 12. Major job duties include: 1. Addresses decision making and conflict resolution skills 2. Individual and group counseling 3. Coordinates with administrators and staff to determine individual student abilities and needs to help students achieve academic success 4. Encourages parental involvement in the education process 5. Assists in the identification of possible interventions for academic and behavioral areas 6. Assists students in making course selections leading to academic and career success 7. Assists in scheduling classes 8. Obtains and disseminates career and post-secondary information 9. Oversees dual credit program and works on improvement or expansion of the program where appropriate 10. Assists students with admissions, scholarships, and identifying employment opportunities 11. Assists with the registration and orientation of students new to the district 12. Serve as a leader in the school and community to promote and support student success 13. Develops and maintains professional relationships with members of institutions of higher learning and the business community 14. Provides professional development in social, emotional, and behavioral development to staff 15. Assists in the administration of district and state assessments 16. Attends staff meetings and serves on committees as need 17. Other duties seen necessary.

**Qualifications:** 1. Professional Educator License for School Counseling a required by ISBE. 2. Must be familiar with the use of technology. 3. Ability to establish and maintain effective and courteous working relationships with those contracted in the course of work (students, parents, and staff). 4. Ability to operate in a professional manner and maintain a positive image of the district in the community. 5. Ability to understand and follow basic oral and written instructions. 6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

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**Application**

**DeadLine:** May 31, 2018

**Start Date:** August 1, 2018

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**How to Apply:** Please mail a cover letter, resume and copies of transcripts to: Chris Janssen, Superintendent, Spoon River Valley CUSD #4, 35265 N IL 97, London Mills, IL 61544 or email to [cjanssen@spoonrivervalley.us](mailto:cjanssen@spoonrivervalley.us)