

SESC
21ST CENTURY COMMUNITY LEARNING CENTER GRANT
PROJECT: BLAST

POSITION: Counselor

LOCATION: Valley Elementary School

QUALIFICATIONS:

- Appropriate West Virginia School Counselor certification
- Elementary School Counseling preferred
- Good communication skills, both verbal and written
- Good organizational skills
- Proficient in use of e-mail, word processing, presentation software and database applications

SALARY: \$25.00 per hour

JOB DESCRIPTION:

- Assist students with decision-making skills, personal choice, career exploration and other areas of concern for elementary students
- Recruit volunteers/presenters for topics associated with career guidance
- Facilitate student work
- Maintain and submit student records for attendance and behavior
- Attend staff meetings and trainings as required
- Assist with programs planned for family members of students and community members
- Supervise afterschool students
- Arrive and depart at designated times
- Maintain student confidentiality
- Use planning time effectively

APPLICATION DEADLINE:

EMPLOYMENT TERM: Up to 2.5 hours per week (0.5-hour planning, 2 hours of instruction daily-1 day per week) for up to 25 weeks, plus additional planning/meetings before program begins
*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY: The SESC operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the

Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

To apply for a SESC 21st CCLC position send job application, transcript(s) (unofficial is/are acceptable), resume, cover letter, and background checks. Both state and federal background checks are required if not already employed by a local board of education office. The SESC application is located online at: **sescwv.org**. Send documentation to:

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