



NOTICE OF VACANCY
Logan City School District
960 North 1400 East
Logan, UT 84321

June 8, 2023

ELEMENTARY COUNSELOR

Applications are now being accepted for a full-time Elementary Counselor in the Logan City School District for the 2023-2024 school year. Applicants must hold a valid Utah Educator License with the proper area of concentration/endorsement, or be a Licensed Clinical Social Worker.

The job of a Counselor is done for the purpose/s of providing support to the instructional process and social/emotional health for elementary students. Specific responsibilities include teaching social/emotional skills to students in whole class, small group, and one-on-one settings and working with families to meet the education needs and social/emotional needs of students.

Application Process

Application deadline is **June 22, 2023 at 4:00 p.m., or open until filled.** All application material can be emailed to Nicole.humpherys@loganschools.org or delivered to the Logan City School District Human Resource Temporary Office, 960 North 1400 East, Logan, Utah 84321.

Phone (435)-755-2300 FAX: (435) 755-2311. Selected finalists will be contacted for an interview.

Applicants must submit the following:

1. Completed Logan City School District Licensed Employment Application (available online at www.loganschools.org, Employment Opportunities)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Official transcripts of all college and university credits

Essential Functions

- Teaches guidance lessons to all students K-5 on a regular (monthly) basis.
- Runs small groups to address identified social/emotional needs of students such as anger management, friend-shiping skills, bully prevention, grief counseling, etc. in a short-term, solution focused format.
- Supports students in the application of taught skills in their regular peer interactions such as recess and classroom group work.
- Collaborates with parents and guardians for the purpose of enhancing student success in school.

- Observes students and collaboratively create behavior intervention plans to support student success in and at school.
- Lead and supports Positive Behavior Interventions and Support (PBIS) in the school and other positive recognition efforts in the school.
- Provide crisis counseling and intervention for students in acute need.
- Attend all required meetings.

Other Functions

- Collaborates with teachers, college and university personnel, resource specialists, and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Coordinates with Middle School Counselors to support students in the transition from elementary school to middle school.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information in large and small group settings for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Provides referrals for community, agency, and other resources to students and families to help meet their needs.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.