



Interim Guidance Counselor - High School

STARTING DATE: January 5, 2026
REPORTS TO: Supervisor of Student Services
WORK YEAR: January 5 – February 27, 2026
SALARY RANGE: Appropriate step on certified salary schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Valid Ohio School Counselor license/certificate in compliance with the Ohio Department of Education
- Minimum three (3) years prior experience preferred
- Ability to facilitate guidance services for students from multiple member-school districts
- Highly motivated self-starter with a passion for helping students and demonstrated ability to individualize counseling and work with students having a variety of needs and abilities in a team environment
- Strong commitment towards public service to students and their families
- Possess innovative technology skills with a desire to improve opportunities for students
- Excellent oral and written communications skills, planning, organizational, and problem solving skills
- Sound judgment and consistency of personality in interactions with all stakeholders
- Demonstrates an unassuming counseling style
- Hold a clear understanding of Ohio's graduation requirements and specifically of Ohio Career Technical requirements and Academic Content Standards
- Guide and direct students towards their personal, social, educational, and career development skills
- Comply with drug-free workplace rules; Maintain documented evidence of a clear criminal record
- Meet all mandated health requirements

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Provide guidance, mentoring and counseling to an assigned caseload of students
- Collaborate with administration and establish contact with community employers to develop specific job training and employment opportunities
- Assist in designing best practice processes for communicating and organizing job opportunities
- Reviews and revises the components and requirements of the district's work-based learning program
- Communicate and work collaboratively with member-school personnel and GCCC students, parents, staff and administration
- Assist in coordinating activities such as recruitment/retention, student orientations, the application process, recognition activities, and other school related services for students
- Engage in proactive monitoring and constant communications related to student attendance and grades to ensure success for all students
- Development and implementation of the master schedule in collaboration with other guidance counselors and assigned administrator(s)
- Create and adjust students' schedules and possess mastery of required student software delivery systems and technologies
- Actively participates in Guidance Department and/or Special Education team meetings and subsequent decision-making
- Participate in and initiates Intervention Assistance Team meetings and in Positive Behavior Intervention Supports as appropriate
- Facilitation of the transition process for students entering or leaving programs to ensure satisfaction and success for the student
- Respect diversity and manage individual, group and organizational interactions skillfully
- Ability to use diplomacy and exercise self-control when dealing with difficult individuals or situations
- Incorporate current practices from business, industry and education to prepare students for college or workforce
- Provide integrated educational experiences for students between academics and career technical programming
- Promote, support and assist as requested in supporting student co-curricular or career technical student organizations (CTSOs)
- Design and administer appropriate assessments to monitor student learning and prepare students for both academic and other competency tests
- Provide leadership in student management and career/technical club activities
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Ensure use of the Board approved course of study as the basis for earned credits aligning student graduation requirements by the home district
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals
- Display professionalism with all stakeholders and present as a positive role model of the Career Center at all times
- Maintain an acceptable attendance record and be punctual
- Adherence to the Ohio Department of Education Code of Conduct for Professional Educators
- Perform other specific-job related duties as directed

DEADLINE: Open until filled
Visit <https://www.greeneccc.com/HumanResources> for instructions on the application process or submit online application at [Job Openings - Strategic Solutions \(myscview.com\)](https://www.greeneccc.com/JobOpenings-StrategicSolutions)

Greene County Career Center
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www.greeneccc.com

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Greene County Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.