

POSTING

LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office

TO: All Certified Staff Members
FROM: Human Resources
DATE: January 16, 2026

We are now accepting applications for the 2026-2027 school year for the following vacancy:

Position: Guidance Counselor, 1 FTE

Location: To Be Determined

Qualifications: Appropriate K-12 School Counselor Licensure/Certification.

Date of Employment: August 10, 2026

Contract Days: 7.75 hours per day, 5 days per week and 184 days per school year.

Salary: Current Lakota Teacher Salary Schedule.

Application Process: Current Lakota employees may apply through **3:00 P.M. January 23, 2026**. Following the review of all internal applicants, administration will review all applicants who have completed an on-line application at **www.lakotaonline.com** Current Lakota employees must create a user account and profile in the Butler County Area Application Consortium System to apply for these positions.

Application Deadline: Until Filled

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position:	School Counselor
Department:	District
Reports to:	Building Administrator
Hours:	7.75 hours per day; 5 days per week
Contract:	184 Days
Salary Schedule:	LEA Salary Schedule

SUMMARY:

To enable the school district to provide quality education for all children.

MINIMUM EDUCATION:

Must possess a master's degree and a valid Ohio School Counselor certificate/license. Must meet Highly Qualified Status criteria.

EXPERIENCE:

Proficiency in MS Office (Word, Excel, PowerPoint and Access), etc. to maintain various records, documents and reports.

RESPONSIBILITIES:

- Demonstrates knowledge of subject area appropriate for the grade levels being served
- Protects the confidentiality of students and families.
- Assists students through group guidance to gain additional information about themselves and the world in which they live.
- Provides individual and small group counseling for students to discuss concerns and decisions.
- Consults with students and with parents/guardians.
- Consults with school personnel and other professionals in and outside the school.
- Assists in the preparation for and administration of standardized testing programs.
- Assists students, parents and school personnel in the interpretation of standardized test results.
- Participates in intervention strategies for students in need of assistance.
- Participates in orientation programs for students, parents/guardians and school personnel.
- Assists students in proper placement, both educational and vocational considering their abilities, needs and/or interests.
- Establishes an open and caring environment, which encourages students and parents/guardians to utilize counseling services.
- Provides a variety of means for regular dissemination of guidance information to students, parents, school personnel and the community.
- Assists in the development and evaluation of counseling services.
- Uses a variety of school and community personnel and material resources.
- Demonstrates appropriate academic planning and organization.
- Designs and employs a variety of objective and consistent assessment techniques when evaluating learning or development.
- Informs students of assessment techniques to measure student knowledge or skills related directly to curriculum goals.
- Adapts methods, activities and materials to meet the needs of students with varying abilities.
- Employs intervention strategies for students in need of assistance.
- Consistently enforces the district and building codes of conduct.
- Develops a climate of mutual respect and cooperation as evidenced by pupil-pupil and pupil-teacher interaction.
- Reinforces/rewards appropriate social and academic behavior and uses constructive disciplinary approaches.
- Assists students to develop responsibility and exercise self-discipline.
- Participates in continued educational experiences to remain current in the profession of education.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Maintains professional interactions with other educational personnel, parents, and the community.
- Performs necessary clerical responsibilities.
- Works independently and/or cooperatively to identify and solve professionally related problems, issues, and concerns.
- Accepts change and constructive criticism in a professional manner.
- Follows written administrative policies and procedures of the department, school and district.
- All other duties as assigned by the administration.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school environment
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required