



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: TEACHER - COUNSELOR K-6

Department: Student Services

Fair Labor Standards Act Status: Exempt

Reports to: Assistant Director - Guidance

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything We do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **TEACHER - COUNSELOR K-6** supports the academic, social-emotional, and career development of elementary students in alignment with state standards and district policies. This position fosters a positive school climate, promotes student well-being, and provides preventative and responsive services to address individual student needs. The counselor plays a key role in early career awareness, personal goal setting, and student planning to support long-term success.

Minimum Qualifications

- Master's Degree in School Counseling or a related field.
- Valid Ohio School Counselor License as required by the Ohio Department of Education (ODE).
- Experience in K-6 student support services, counseling, or behavioral interventions preferred.
- Valid driver's license or state ID

Key Responsibilities

Academic & Career Readiness Support:

- Guide students in early exploration of interests, strengths, and long-term academic goals, supporting the development of Individual Graduation Plans (IGPs) in accordance with Ohio Revised Code requirements.
- Collaborates with staff and families, ensuring students begin developing Individual Graduation Plans (IGPs) as outlined in the Ohio Revised Code (ORC 3313.603 and ORC 3313.618) to establish academic trajectories that align with future career interests.
- Provide classroom guidance lessons, helping students understand connections between learning, careers, and personal development.



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- Assist in student transitions between grade levels and support the progression toward middle school preparation.
- Assists new students with their transition into a new school.

Social-Emotional & Behavioral Support:

- Implement social-emotional learning (SEL) programs that promote self-awareness, healthy relationships, and responsible decision-making.
- Facilitate individual and small-group counseling to support students experiencing personal or academic challenges.
- Provides crisis intervention for students experiencing emotional distress, trauma, or urgent personal challenges.
- Collaborates with school administrators, mental health professionals, and families to develop crisis response plans, ensuring students receive appropriate support, resources, and referrals for continued care.
- Maintains a safe, responsive environment to help students navigate difficult situations and return to stability in their academic and personal lives.
- Collaborate with teachers to develop behavioral strategies and positive reinforcement techniques.
- Assist in the implementation of Positive Behavioral Interventions and Supports (PBIS) to promote a safe and inclusive school culture.
- Protects the confidentiality of students and families.
- Employs intervention strategies for students in need of assistance.
- Assists students to develop responsibility and exercise self-discipline.

Collaboration & Family Engagement:

- Partner with teachers, parents, and administrators to identify barriers to student success and implement intervention plans.
- Support family engagement efforts, providing resources and strategies to enhance student development at home.
- Serve as a liaison between the school and community organizations, connecting families with local support services.
- Consults with students and parents/guardians to address concerns and needs.
- Consults with school personnel and other professionals within and outside the school to support student success.
- Provides a variety of means for regular dissemination of guidance information to students, parents, school personnel, and the community.



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Compliance & Professional Responsibilities:

- Maintain accurate student records, document counseling activities, and adhere to confidentiality guidelines.
- Stay updated on Ohio graduation pathways, state policies, and professional best practices in school counseling.
- Participate in district-wide initiatives, professional development, and leadership teams to promote student success.
- Assists in the preparation for and administration of standardized testing programs.
- Interprets standardized test results for students, parents, and school personnel, offering guidance on their academic implications.
- Uses a variety of school and community personnel and material resources to support counseling services.
- Ensures compliance with federal, state and district guidelines including student confidentiality regulations and Section 504/IEP processes.
- Provide world class customer service.
- Maintain strict confidentiality.
- Answer all emails in a timely manner.
- Complete all Safe Schools training in a timely manner.
- Serve as the case manager for students with 504 Plans, ensuring compliance with federal and district guidelines. This includes but is not limited to:
 - Coordinating and overseeing the development of 504 evaluations every three years.
 - Collaborating with educators, parents, and specialists to assess student needs.
 - Facilitating annual reviews of existing 504 Plans, ensuring accommodation remains effective and aligned with student progress.
 - Consult with teachers and staff to provide guidance on implementing classroom accommodation for students with 504 Plans.
 - Communicating with families to support their understanding of the 504 process and address concerns regarding student services.
 - Maintaining accurate documentation for all 504 Plans, ensuring timely updates, compliance monitoring, and record retention.
 - Collaborating with multidisciplinary teams to determine eligibility, develop intervention strategies, and support students requiring accommodations.
 - Assist in transitioning students with 504 Plans between grade levels, ensuring continuity of accommodations and support.



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Knowledge, Skills, and Abilities

Knowledge:

- Knowledge of child development, trauma-informed practices, and social-emotional learning (SEL) strategies.
- Knowledge of Ohio graduation requirements, Individual Graduation Plans (IGPs), and career readiness standards.
- Strong knowledge of child development, academic planning, and career readiness.

Skills:

- Skilled in crisis intervention, conflict resolution, and student behavior management.
- Excellent communication and collaboration skills, fostering teamwork between staff, students, and families.
- Skilled in appropriate academic planning and organization.

Abilities:

- Able to design and employ a variety of objective and consistent assessment techniques when evaluating learning or development.
- Able to maintain professional interactions with educational personnel, parents, and the community.
- Able to work independently and/or cooperatively to identify and solve professionally related problems, issues, and concerns.
- Able to accept change and constructive criticism in a professional manner.
- Is committed to equity, diversity, and inclusion, ensuring all students receive personalized support.

Working Conditions

- Office and/or classroom environment with occasional travel between school sites and student homes.
- Ability to lift, push, or pull up to 20 lbs.
- Bending, lifting, twisting, and repetitive motions may be required.
- Exposure to difficult, challenging, and confrontational individuals.



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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.