**RESA 4 21ST CENTURY COMMUNITY LEARNING CENTER GRANT**

**PROJECT: SUCCESS**

POSITION: Counselor

LOCATION: Valley High School

QUALIFICATIONS:

* Appropriate West Virginia School Counselor certification
* Secondary School Counseling (middle or high school) 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: $23.00 per hour

JOB DESCRIPTION:

* Assist students with post-secondary educational/career exploring/planning through use of cfwv.com, WVDE LINKS or other approved program
* Recruit volunteers/presenters for topics associated with career guidance
* Facilitate student work
* Maintain and submit student records for attendance
* 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: 4:00 PM Friday, September 2, 2016

EMPLOYMENT TERM: Up to 2.5 hours per week (.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

TO APPLY: Send resume and letter of application to RESA 4 21st CCLC Director Julia Duffield by email at [julia.duffield@k12.wv.us](mailto:julia.duffield@k12.wv.us) or fax to RESA 4 at 304-872-6442.