

MANHATTAN PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

JOB TITLE:

Counselor - Elementary (K-5)
2024-25 School Year

SALARY RANGE:

2023-24: \$37,853 - \$55,613 depending on education and experience, 2024-25 to be determined by placement on the 2024-25 collective gaining agreement salary schedule.

POSTING DATE:

3/18/2024

POSITION SUMMARY:

Montana certified school counselor to provide guidance to student groups and individual students in the areas of academic achievement and social emotional development in grades K-5. Successful candidates will have a comprehensive, data-driven and proactive approach and be in accordance with ASCA standards. Counselor will communicate with teachers, other educational staff, and parents regarding the developmental needs of students.

DESIRED MINIMUM QUALIFICATIONS:

Successful applicants will be expected to follow the Standards of the Montana Office of Public Instruction (OPI), have at least three years of appropriately certified teacher or counseling experience in addition to completion of a college-approved school counselor K-12 major or minor, be appropriately licensed with school counselor K-12 endorsement, in accordance with state statutes and Board of Public Education rules, and have the ability to effectively present information and respond to questions from students, parents, staff, and the community.

REPORTING RELATIONSHIP:

Reports to the Elementary Principal.

TERMS OF EMPLOYMENT:

1. This position is a 1.0 FTE, 166-day contract days based on a 4-day school week calendar.
2. Position qualifies for insurance and retirement benefits.

Collective gaining agreement is available at school website, <https://www.rollontigers.org/>

CLOSING DATE:

Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY:

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:

Complete a certified application which is available on the school website, www.rollontigers.org or in the Manhattan School District Office. Please return your application, resume, and three letters of recommendation to the District Office, along with a copy of your teaching certificate and transcripts or you may email your documents to info@mhstigers.org. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.