

ADENA LOCAL SCHOOLS

September 17, 2026



To: Certified Staff

From: Matt Unger, Superintendent

Subject: Notice of Job Opening

The following certified position is available for the 2026/27 school year:

POSITION: School Counselor (Grades 6–12)

EMPLOYMENT STATUS: Full-Time

SALARY COMPENSATION: Negotiable based on experience

Adena Local Schools is seeking a highly motivated, student-centered 6–12 School Counselor to join our educational team. The successful candidate will provide comprehensive academic, career, and personal/social counseling while helping students develop meaningful educational and career plans for success beyond high school.

The counselor will work collaboratively with students, families, teachers, administrators, and community partners to support student achievement, graduation, career readiness, and postsecondary planning.

PRIMARY RESPONSIBILITIES

The 6–12 School Counselor will:

- Provide academic and career counseling to students in grades 6–12.
- Assist students in developing individualized academic and career plans aligned with their interests, strengths, and postsecondary goals.
- Coordinate and manage the student course scheduling process, including course requests, schedule development, schedule changes, and monitoring graduation requirements.
- Conduct individual and group counseling related to academic progress, career exploration, postsecondary planning, and student success.
- Monitor student progress toward graduation requirements and identify students who may need additional academic interventions or supports.
- Assist students and families with college, career, military, credential, apprenticeship, and other postsecondary pathways.
- Support career exploration, work-based learning, College Credit Plus, career-technical education, and other college and career readiness opportunities.
- Collaborate with administrators and teachers to develop appropriate academic interventions and plans for struggling students.
- Participate as an active member of the district's Multi-Tiered System of Supports (MTSS) process.
- Assist with student testing, assessment coordination, and interpretation of academic and career-related data.
- Maintain accurate student records and ensure compliance with applicable district, state, and federal requirements.

- Work closely with district personnel responsible for EMIS reporting to ensure accurate student enrollment, course, graduation, and related records.
- Utilize ProgressBook for student records, scheduling, academic monitoring, grades, transcripts, and related functions.
- Review transcripts and maintain accurate records related to credits, graduation requirements, and student academic progress.
- Communicate regularly with students and families regarding academic progress, graduation status, course selection, and postsecondary opportunities.
- Assist with transition planning for students moving from middle school to high school and from high school to postsecondary education, employment, military service, or other career pathways.
- Build relationships with colleges, universities, career-technical schools, employers, military representatives, and community organizations.
- Perform other duties consistent with the role of a school counselor as assigned by the Superintendent and building principal.

PREFERRED QUALIFICATIONS

Candidates should possess:

- Valid Ohio School Counselor license or eligibility for appropriate Ohio licensure.
- Experience working with middle and/or high school students.
- Strong knowledge of academic counseling, graduation planning, and career advising.
- Experience with middle and high school master scheduling and individual student scheduling.
- Working knowledge and experience with EMIS.
- Experience with ProgressBook, including scheduling and student academic records.
- Knowledge of Ohio graduation requirements, diploma requirements, College Credit Plus, career pathways, and postsecondary planning.
- Ability to analyze student data and identify academic needs and appropriate interventions.
- Strong organizational skills and attention to detail, particularly in scheduling, student records, transcripts, and graduation tracking.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to establish positive relationships with students, families, staff, and community partners.
- Commitment to confidentiality, professionalism, collaboration, and student-centered decision-making.

IDEAL CANDIDATE

Adena Local Schools is seeking a counselor who views school counseling as an integral part of student achievement and career preparation. The ideal candidate will be highly organized, comfortable working with student information and scheduling systems, and proactive in monitoring student progress.

The successful candidate will have a strong interest in helping every student develop a clear pathway from middle school through graduation and into college, career, credentialing, military service, or other meaningful postsecondary opportunities.

APPLICATION PROCESS

Interested candidates should submit:

- Letter of interest
- Current résumé
- Copy of appropriate Ohio licensure
- Professional references
- Any additional materials requested by the district

Application materials should be submitted to: Angie Shiplett at angie.shiplett@adenallocalschools.com

Dr. Matthew C. Unger, Superintendent
Adena Local Schools