



Medora Community Schools
82 South George Street
Medora, IN 47260
(812)966-2201
www.medora.k12.in.us

Position begins with the 2024-2025 school year.

Qualifications: Must have a valid Indiana teaching license in the appropriate area.

Reports To: Principal

Job Goal: To help students learn subject matter and/or skills that will contribute to their development as mature, able and responsible citizens.

Performance Responsibilities:

- Advises and counsels students regarding academic, educational, and short-term social and emotional problems.
- Remains universally accessible and makes an effort to know every student for whom they are responsible.
- Provides individual student planning and responsive services to support students and their families regarding academic matters.
- Teaches guidance classes and provides guidance counseling to students through planned activities in small group or classroom settings to convey educational, social, and important school information, and offers workshops/seminars for parents.
- Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.
- Provides feedback and recommends appropriate action and solutions to individual student's academic and educational needs and abilities.
- Administers and completes all College Board assessments (PSAT, SAT)
- **Attend all required professional development, faculty and staff meetings, parent meetings, and any special meetings requested by the administration.**
- **Assist with other projects, programs, and planning as assigned by the High School Principal.**
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees.
- Acts in a professional and ethical manner at all times to uphold the school and community values.

Terms of Employment: Salary and work year to be according to the current schedule.

Please send a resume, certified employee application (see link above), and list of references to principal, Kara Hunt, at karahunt@medora.k12.in.us.