

**LAKOTA LOCAL SCHOOLS
VACANCY NOTICE
PLEASE POST IMMEDIATELY**

DATE: November 18, 2025

POSITION: Elementary School Counselor

REPORTS TO: Elementary School Principal

STARTING DATE: December 8, 2025

CLASSIFICATION: Certified

SALARY: As per the Negotiated Agreement Salary Schedule

WORK WEEK/YEAR: Per School Calendar, Negotiated Agreement and Contract

MINIMUM REQUIREMENTS:

- Valid Ohio School Counselor License or completion of an approved School Counselor licensure program
- Provides preventive and developmental counseling to help students enhance decision-making skills that support academic, personal, and social growth.
- Helps investigate student concerns.
- Exemplifies professionalism. Fosters goodwill to enhance the district's public image. Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators.
- Maintains open/effective communications. Serves as a reliable information source.
- Pursues opportunities to enhance personal performance.
- Takes precautions to protect student and staff safety. Helps supervisors manage risks.
- Performs other specific job-related duties as directed.
- Monitors development and maintenance of 504.
- Participates in team-based planning for academic and social-emotional development of students.

PLEASE SEND LETTER OF INTENT, RESUME, REFERENCES AND A CERTIFIED APPLICATION TO:

Dr. Chad Coffman, Ed. D
5200 County Road 13
Kansas, OH 44841
Ph: 419-986-6630 / Fax: 419-986-6610
E-mail: ccoffman@lakotaschools.org

APPLICATION DEADLINE: December 5, 2025 or until filled

This position is being posted internally and externally.