

**Pangburn School District**  
**1100 Short St**  
**Pangburn, AR 72121**  
**Phone: 501-728-4511 Fax: 501-728-4514**

**Position: Elementary School Counselor**

***Posted: 1/20/2021***

***Application Deadline: UNTIL FILLED***

***Reports to: Building Principal***

***Length of Contract: 190 days***

**Minimum Qualifications:**

1. Applicant must hold current Arkansas Teaching License in Elementary Guidance Counseling.
2. Prefer applicant with experience in the specific area.
3. Successful completion of state-required child maltreatment and background check\*

**Essential Duties:**

- Provide support and guidance through classroom instruction as well as individual student services that aid in academic, social, and emotional development.
- Develop positive rapport/relationships with students by encouraging students and celebrating their accomplishments, growth, birthdays, etc.
- Promote age appropriate programs for positive growth and development of students.
- Refer students for mental health services when necessary.
- Coordinate administration of state mandated assessments.
- Effectively communicate with students and families.
- Serve as 504 coordinator, coordinating and conducting meetings for referrals and annual reviews, constructing and organizing plans, and distributing information to appropriate staff members.
- Create, submit, and implement Comprehensive School Counseling Plan.

**Application Process:**

Email the below listed application materials to [drollandpangburnschools.org](http://drollandpangburnschools.org)

- Letter of Interest & Resume
- PSD Licensed employment application (download from pangburnschools.org)
- Copies of college transcripts
- Copy of current Arkansas Teaching License

**Items may also be sent in via fax to 501-728-4514 or mailed to:**

**Pangburn School District**  
**1100 Short St.**  
**Pangburn, AR 72121**

\*To complete state-required child maltreatment and background check, go online to <http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks>