

# **North Knox Primary**

**215 E. 4<sup>th</sup> Street**

**Bicknell, IN 47512**

**Scott Sturgeon – Principal**

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**Janel Phillips – Secretary**

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Elementary Student Services Coordinator (K – 2)

North Knox Primary

North Knox Primary has the above position open for the 2018 – 2019 school year; interested individuals should contact Scott Sturgeon.

Applications can be obtained from the NKSC website. Completed applications should be emailed or sent to Scott Sturgeon.

#### Job Requirements/Qualifications:

- School Counseling or Social Work Master's Degree
- Meet the counseling needs of Kindergarten through 2<sup>nd</sup> grade students
- Be a member of the Warrior Committee
- Comfortable in front of classrooms
- Address attendance problems with students and parents
- Teach Social/Emotional and College and Career Readiness lessons to K – 2 students
- Deliver the Anti – Bullying Program
- Liaison and responsible for transitioning students with area preschools
- Coordinate with mental health providers/probation/DCS/CFS
- Attend IEP and 504 meetings when invited
- Increase parent engagement
- Coordinate assistance programs
- Coordinate Career Chats
- Assist with professional development with staff members
- Coordinate with NKJSHS student leadership team mentor program
- Serve as a liaison and advocate for students in student – teacher relationships
- Attend NKP events
- Assist NKSC with transitioning students (preschool, 3<sup>rd</sup> Grade, 7<sup>th</sup> Grade), tutoring programs, Educational Parent Nights, and College and Career Fairs
- Any other duties as assigned by administration

Date Posted: February 13, 2019

Beginning Date: When hired

Date Closed: When position is filled