

CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION

Title of Position/Location:

School Counselor

Effective Date of Posting:

December 2, 2025

Application Instructions:

Certified applications are available at [Certified Application - Crawfordsville Community School Corporation](#)

Interested applicants should submit letter of interest, a resume, and an application via email to Jay Strickland, CHS Principal (jstrickland@cville.k12.in.us)

Application Deadline:

Until Filled

Job Description:

Crawfordsville High School is seeking a School Counselor

Job Requirements:

- Provide academic advising and social/emotional support for students with last names L–Z, including course planning, graduation tracking, crisis intervention, and ongoing check-ins as needed.
- Coordinate and manage Section 504 Plans, including meetings, documentation, communication with teachers, monitoring accommodations, and ensuring legal compliance.
- Support students pursuing the State Seal of Biliteracy, including identification of eligible students, communication of requirements, coordination of assessments, and documentation.
- Assist with National Merit Scholar processes, including student communication, test coordination support, application documentation, and submission of required materials.
- Coordinate all senior honors, awards, and recognition events, ensuring equitable and accurate selection processes.
- Oversee scholarship communications, distribute opportunities, and support students in application completion.
- Maintain accurate records of student achievements, distinctions, and eligibility for awards.
- Serve as a liaison to scholarship committees, local organizations, and academic honor societies.
- Lead the planning and execution of Senior Honor Night and related ceremonies

- Assist with the development, organization, and maintenance of the Master Schedule, including course requests, student placement, schedule adjustments, and coordination with department chairs and administration.
- Serve as the CHS liaison for the Career and Technical Education (CTE) program, supporting student enrollment, program alignment, communication with CTE staff, and pathways awareness.

Certification Requirements or Job Qualifications:

Candidates should be a licensed School Counselor

Position Start Date:

July 2026

Contact Information: (Name, Address, Phone, Fax, Email)

**Jay Strickland, One Athenian Dr. Crawfordsville, IN 47933
jstrickland@cville.k12.in.us**

Posting Requested by:

Jay Strickland

Date:

12/1/25

Central Office Approval:

Dr. Rex Ryker, Superintendent

Date:

12/2/25