

School Counselor - Vacancy ID: 268389

Open Vacancy

Vacancy Details	Contact
Title School Counselor School/Building High School Number of Openings 1 URL https://www.luxcasco.k12.wi.us Close Date (11:59 p.m. Central) Open until filled	Name Tyson Tlachac Title Principal Email ttlachac@luxcasco.k12.wi.us Phone 920-845-2336 x 401 Website https://www.luxcasco.k12.wi.us

Position Details
Position Start Date 7/9/2026 Salary/Wage Based Upon Experience Appointment Type Full Time Description The Luxemburg-Casco School District is seeking a full time School Counselor for the 2026-27 school year at the High School. DUTIES INCLUDE: *Creates supportive learning environments for all students that are conducive to learning and that foster student health and safety, active engagement and student ownership for learning *Maintain Academic & Course Planning Guide *Lead and manage course scheduling *Works with administrators to develop and manage the master schedule including adjustments to individual student schedules as needed *Works with administrators to manage all aspects of standardized assessment administration *Effectively provides appropriate counseling services to groups of students and individual students *Offers effective career and post-secondary counseling to students *Manages scholarship program and assists students in the scholarship process *Assists in freshmen orientations *Conducts individual junior post-secondary planning meetings *Offers enrichment and informational sessions during resource *Conducts parent informational nights *Assists with crisis management for both individual students and the overall school *Supports students social emotional needs

- *Acts as a school liaison between outside agencies, therapeutic centers, and the school district to ensure transition plans are in place & successfully implemented as students engage in school
- *Ensures successful implementation of 504 plans
- *Provides proactive measures to support student wellness
- *Other duties as assigned

NOTICE OF NONDISCRIMINATION POLICY

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex, pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, jmathes@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Years of Experience

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Degree

Master

Licenses

- School Counselor

Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation
- Transcripts & Licenses/Certifications