

Wibaux Public Schools is seeking a dedicated and passionate school counselor to join our team. Our school is a welcoming and inclusive environment that fosters a love of learning among our students. Our school is committed to providing high-quality mental health services to our students and creating a supportive and inclusive learning environment.

Responsibilities:

Student Support and Counseling

- Provide individual and small-group counseling to support students' academic, social, and emotional needs.
- Deliver classroom lessons related to social-emotional learning, career awareness, and student well-being.
- Assist students with academic planning, goal setting, graduation planning, and postsecondary preparation.
- Collaborate with teachers, administrators, and parents to support student success and address concerns.
- Participate in student support teams, problem-solving teams, and other school-based committees as needed.
- Maintain appropriate documentation and confidentiality in accordance with school policies and legal requirements.
- Support students and families with referrals to outside services and community resources when appropriate.

Assessment and Testing Coordination

- Serve as the **Testing Coordinator for grades K–12**.
- Organize, schedule, and oversee administration of statewide and national assessments, including:
 - **MAST testing for grades 3–8**
 - **Pre-ACT for grades 9–10**
 - **ACT for grade 11**
- Ensure all testing procedures follow state and testing vendor guidelines.
- Coordinate testing schedules, accommodations, and materials with teachers and administration.
- Manage testing data and assist with communicating results to staff and families as appropriate.

Section 504 Coordination

- Serve as the **Section 504 Coordinator for the district**.
- Coordinate identification, development, and implementation of **504 accommodation plans** for eligible students.
- Schedule and facilitate 504 meetings with parents, teachers, and staff.
- Ensure documentation and compliance with federal Section 504 regulations.
- Monitor and review 504 plans to ensure accommodations are implemented appropriately.

Advanced Opportunities Coordination

- Serve as the **Advanced Opportunities Coordinator** for the district.
- Inform students and families about available advanced learning opportunities such as dual credit courses, early college opportunities, internships, and career pathway programs.
- Assist students with planning and enrollment in Advanced Opportunity programs.
- Track and document student participation and use of Advanced Opportunity funds.
- Coordinate with school administration, teachers, and postsecondary institutions to support student participation in approved programs.
- **Coordinate and oversee all student work-study placements and job training opportunities**, including communication with local businesses, monitoring student progress, and ensuring appropriate documentation and supervision.

Wibaux Schools has approximately 140 students K-12. The average class size is around 13 students. Our district has a 4-day work week.

Wibaux, Montana, is a hidden gem of a town nestled in the beautiful landscape of eastern Montana. As a small, close-knit community, Wibaux offers a unique and supportive environment for educators to thrive in their careers, with a low cost of living and access to outdoor activities. Wibaux provides a high quality of life for both individuals and families.

The Wibaux School District is committed to providing a high-quality education to its students and offers a competitive salary. In addition, Wibaux Schools offers EXCELLENT benefits, including full individual health, dental, vision and life insurance and 12 discretionary days. The other great benefit is the district is known for its professional staff, supportive community, and awesome students!

Successful applicants must be properly certified in the state of Montana or be able to obtain proper certification, as well as have a favorable state and federal background check.

We believe that Wibaux is the perfect place for passionate educators who want to make a difference in the lives of their students and become part of a welcoming community.

If interested please contact the office 406-796-2474 and ask for Annie Begger the Superintendent. The application is also available on our school website <https://www.wibauxschools.net/>.