

# Intradistrict Communication

DATE: January 16, 2025

TO: Middle School Administrators  
High School Administrators

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Stacey Worthen, School Counselor Consultant

SUBJECT: Secondary Counselor Hiring Process

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Please find the new process for hiring school counselors at the middle school and high school level below:

1. Notification—Principal (or designee) informs School Counseling Consultant, Stacey Worthen, of school counselor openings via phone or email, while Human Resources forwards resignation notices to Consultant.
2. Job Posting—The School Counseling Consultant works with Human Resources to create and post the opening on Frontline.
3. Application Process—Applicants apply, and the District School Counseling Team screens and verifies their applications.
4. Screening and Interviewing—District School Counseling Team screen applications and conduct screening interviews for qualified candidates.
5. Reference Checks—District School Counseling Team conduct reference checks for candidates who clear the screening interview stage.
6. Candidate List Submission—District School Counseling Team push the final candidate list to the principal through Frontline.
7. School Team Interviews—It is recommended that the principal (or designee), the counseling team lead and at least one other counselor interview candidates from the final list.
8. Selection Notification—The principal (or designee) informs the School Counselor Consultant of the selected candidate and the Consultant will collect all interview notes.
9. Offer Finalization—The School Counseling Consultant will complete the Recommendation for Hire Form and notify the principal (or designee) when they can offer to the candidate.
10. Offer and Onboarding— The principal (or designee) extends the offer, and the School Counselor Consultant coordinates with Human Resources for onboarding.

\*If the candidate declines the offer, return to Step 08.

A handout of this process is attached. Should you have any questions or concerns please reach out to Stacey Worthen – [stacey.worthen@jordandistrict.org](mailto:stacey.worthen@jordandistrict.org)