



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Counselor – High School

April 12, 2019

Job Summary:

Under the direction of the principal, the counselor provides a comprehensive guidance and counseling program for students in high school grades. The school counselor coordinates activities to address the needs of students; consults and collaborates with teachers, staff, and parents/guardians to support student success; and supports other high school educational programs consistent with the comprehensive guidance program.

Qualifications:

Required:

- A. Masters degree in Guidance/ Counseling
- B. Possess or be eligible for a valid Michigan teaching certificate with an endorsement in School Counselor (NT)
- C. Experience as a guidance counselor
- D. Able to assess and document student progress
- E. Professional in personal conduct and actions
- F. Excellent communication skills
- G. Meets federal *Every Student Succeeds Act* requirements

Desired Characteristics:

- A. Knowledge of state required testing
- B. Experience in working with high school students
- C. Experience using technology as an instructional tool in the classroom
- D. Experience in working within a Professional Learning Community
- E. Knowledge of class scheduling
- F. Knowledge of research related to elementary/secondary transition and ability to apply it

Duties:

- A. Provide direct support service to individual students, small groups, and classrooms
- B. Completes assessments, referrals, and counseling with students and families
- C. Consults with other professional staff and outside agencies and other organizations
- D. Work independently and cooperatively using a variety of instructional strategies
- E. Ability to plan and organize; excellent work habits
- F. Willing to attend conferences and participate in professional development
- G. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: August 26, 2019

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org