



## JOB DESCRIPTION

**TITLE:** HIGH SCHOOL GUIDANCE COUNSELOR

**CONTRACT:** 10 months

**REPORTS TO:** High School Principal

**LOCATION/DEPARTMENT:** Otsego High School

**POSITION SUMMARY:** All employees of the Otsego Public Schools, including the High School Guidance Counselor, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

The Guidance Counselors at Otsego High School assist students with academic, career and college planning by identifying and reducing barriers to future goals. Working with parents/guardians, teachers, school principals, the student success coordinator, higher learning institutions and community based resources, the Guidance Counselor implements strategies that promote students' future plans.

### RECOMMENDED EMPLOYMENT QUALIFICATIONS

#### EDUCATION:

- Master's Degree in Guidance & Counseling
- Possess and maintain School Counselor License or
- Valid Michigan teaching certificate with School Counselor (NT) endorsement

**EXPERIENCE:** Experience in the secondary school setting (preferred)

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** see Education

### DUTIES AND RESPONSIBILITIES

#### MAJOR JOB FUNCTIONS:

- Master scheduling of all courses and students within our student management system. Includes creation and maintenance of Educational Development Plans (EDP's) through Xello.
- Work with the OVA coordinator to schedule OVA students.
- Career Center liaison for scheduling and field trips.
- Dual enrollment registration and record keeping. Liaison between college, parents and students regarding book purchase, credit/no credit and schedule. Financial responsibility of course purchase reconciliation and accounts payable submission. Parent meetings for future dual enrollment students.
- School test administration. Assist with scheduling, ordering, administering school assessments as required by state and federal law. Professional coordination with the middle school test administrator.
- Student graduation credit management. Monitoring local and virtual curriculum courses and updating course master and curriculum guide. Managing student transcripts through Parchment platform. Maintain test-out and personal curriculum procedures for qualifying students.

- Personal Counseling. Professional relationships with students, parents, school social workers and community agencies regarding safety and guidance of students. Understanding and compliance to HIPAA and FERPA law. Work to meet with each student individually throughout the school year.
- School Community. Be a highly visible and responsive part of the OHS community.

**ADDITIONAL STAFF RESPONSIBILITIES:**

- Summer school scheduling and registration. Family contact and transcript maintenance upon completion.
- Reclassification of 11th grade students.
- Tuition Incentive Program liaison. Identify qualifying students and help college advisors schedule meetings with the state TIP coordinator.
- Update NCAA Clearinghouse and liaison with college compliance officers.
- 9th grade orientation programming
- Parent/teacher conference programming in coordination with the high school principal.
- After School Tutoring liaison between parents, students, and teachers.
- College/Career Week Programming

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of board policy.

From time to time, in emergency situations, it becomes necessary for all adults, including the OHS School Guidance Counselor to assist in escorting and/or supervising groups of students and attending to the physical needs of students.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**REQUIRED:** see Education; Capturing Kids Hearts training to be completed within the first two years of employment

**PHYSICAL REQUIREMENTS:** Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

Work Environment: The noise level in the work environment is usually moderate.

**FLSA:** Exempt

**TERMS OF EMPLOYMENT:** 10 month employee, within the Otsego Education Association

**Salary and Benefits Information:**

- Salary and Benefits: Per the Otsego Education Association contract