Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Counselor – Middle School

Two Positions - 1.0 FTE

November 25, 2025

Job Summary:

Under the direction of the principal, the school counselor delivers a comprehensive, developmentally appropriate guidance program that promotes academic success, career readiness, and social-emotional wellness for all students. The counselor empowers each learner to pursue a personalized, purposeful educational path that fosters growth, engagement, and future readiness. This work is grounded in collaboration with teachers, families, and community partners to ensure every student is prepared for life beyond graduation.

Qualifications:

Required:

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

Desired Characteristics:

A. Experience working with middle school students.
B. Uses technology to enhance instruction and student engagement.
C. Demonstrates commitment to culturally responsive and inclusive practices.
D. Uses student data to guide decisions and support interventions.
E. Collaborates effectively within a Professional Learning Community.
F. Understands course scheduling processes and graduation requirements.
G. Demonstrates initiative, organization, and follow-through; works both independently and collaboratively.

Duties:

A. Provide counseling and support to students individually, in small groups, and in classrooms.
B. Conduct assessments, make referrals, and partner with families to support student growth.
C. Collaborate with staff and community partners to remove barriers and promote success.
D. Guide students in course selection, scheduling, and transition planning.
E. Use data to identify needs, monitor progress, and guide interventions.
F. Engage in professional learning, reflection, and team collaboration.
G. Perform other duties as assigned.

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: Open Until Filled

Start Date: ASAP

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

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org