

## **MARCELLUS COMMUNITY SCHOOLS**

### **NOTICE OF JOB OPENING**

**POSITION:** Middle-High School Counselor

**REPORTS TO:** Building Principal

#### **QUALIFICATIONS:**

- Hold a valid teaching certificate with a school counseling endorsement (NT), a school counseling license (SCL), or a preliminary employment authorization (PESC) from the Michigan Department of Education
- Demonstrate the ability and desire to communicate positively and effectively with students, teachers, administration, and parents
- Must have the ability to problem solve with staff, students, and parents concerning a variety of personal, social, and educational issues

#### **JOB SUMMARY:**

- Provide a full array of guidance and counseling services to students and a variety of student behavior interventions
- Work with administrators and teachers in developing student interventions, guidance programs
- Communicate orally and in writing to the school community regarding activities such as: state testing, interpretation of test results, new student orientation, etc
- Serve on building and district-wide committees on a wide range of education and school related topics.
- Coordinate and participate in orientations, graduation, honors night, and other school functions.
- Develop and maintain student schedules, transcripts, EDP's and other student/program related procedures (PowerSchool, Xello)
- Interface and advocate for students regarding post-secondary institutions/programs
- Monitor and direct development of the 4 year process of student graduation planning (Michigan Merit Curriculum)
- Other duties as assigned by the principal

#### **APPLICATION PROCESS:**

Qualified candidates should apply to:

Lynn Wagner, Principal at:

**[Lynn.Wagner@marcelluscs.org](mailto:Lynn.Wagner@marcelluscs.org)**