Blissfield High School Counseling Position

Position Type:
Student Support Services/Counselor

Date Posted:
7/29/2001

Location:
Blissfield High School

Closing Date:
until filled

POSITION TITLE:
Counselor

PAY RATE:

Per Bargaining Agreement

SUMMARY
High school counselors develop supportive relationships with all of their students, their families, and their teachers. They provide services according to the *Michigan Comprehensive Guidance and Counseling Program*: (1) guidance curriculum focusing on awareness, skill development, and skill application; (2) individual planning to assist students with educational and occupational planning, goal setting, progress assessment, and decision making; (3) responsive services to address students' assessment; and (4) systems support through consultation with administrators and other school professional development with staff, parent education, and community outreach.

REPORTING RELATIONSHIPS
The High School Counselor reports to the **Director of Student Services**

QUALIFICATIONS/REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following is a list of qualifications for the position, any one of which may be waived by the Board in exercising its prerogative to determine qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advise the building and district administration of the general climate of the school.
2. Encourage good citizenship, leadership, and responsibility within the student body and community.
3. Be responsible for general student welfare.
4. Assist students in the scheduling process, both tradition and non-traditional pathways (Tech Center, Dual Enrollment, and Virtual Education).

5. Consult with teachers, staff, and parents regarding meeting the developmental needs of students.
6. Counsel students through teacher and/or administration referral and student request.
7. Uses appropriate assessment and diagnostic procedures for implementing counseling services.
8. Provides follow-up activities to monitor student progress.
9. Discuss educational and vocational choices.
10. The counselor is responsible for assisting the student in meeting all of the requirements necessary to graduate and to assist the student to become involved in the proper school programs consistent with his/her Educational Development Plan (EDP).
11. Make available scholarship information.
12. Discuss educational status with at-risk students.
13. Interpret test results (internal and external testing programs) and other data contained in the permanent record.
14. Help in coordinating homework assignments for students who are ill for an extended period.
15. Make referrals to special services and/or outside agencies whenever the situation warrants.
16. Establish and maintain a professional relationship with Community Support Agencies and coordinate representative and student-parent meetings.
17. Complete applications and send transcripts to colleges.
18. Write recommendations for students to post-secondary institutions and employers.
19. Record and evaluate transcripts of new students.
20. Orientate and register new students.
21. Keep permanent records up to date.
22. Obtain individual progress reports on students from teachers for parents. Have individual conferences with parents re: their children.
23. Guidance information to parents upon request.
24. Interpret test results and other information on request.
25. Coordinate parent-teacher conferences when necessary.
26. Disseminate materials – educational, vocational- to parents, staff, and students.
27. Act as liaison between parent and student when requested.
28. Provide educational information through College Career Planning program.
29. Identify educational barriers for students and create interventions of support.
30. Provide orientation to guidance programs for teachers.
31. Make available records and interpret data of the individual to the teacher.
32. Consult with teachers re: problem students in their classes. (More to prevent development of serious problems.)
33. Act as consultants and guest lecturers in the classroom upon request re: career pathways, scholarships, educational information, job opportunities, testing data, etc.
34. Consult and advise with administration and help establish policy in areas of discipline, grading procedures, graduation requirements, and other school matters.
35. Provide information to administration regarding characteristics of the student population. (School profile information).
36. Represent the school within all aspects of the community.
37. Provide information to administration regarding problem areas which exist among students and teachers.
38. Help determine criteria in placement of students in special groups and programs.
39. Provide career programs throughout the year utilizing community consultants.
40. Assist in organizing and administering standardized testing programs for grades 9-12.
41. Visit middle schools for high school orientation.
42. Meet and consult with middle school counselors re: confidential information on incoming freshmen.
43. Build and maintain education files.
44. Obtain and verify student records for accuracy, i.e. report cards, class rank, and students'

schedules.

45. Register students for various standardized tests, PSAT, SAT, M-STEP, NWEA.
46. Confer with college representatives.
47. Organize College/Career Information programs for students where they and the parents may obtain information on colleges. Organize an annual Financial Aid Night for students and parents.
48. Responds to crisis situations when appropriate.
49. Provide support to other positions as needed.
50. Create and develop opportunities for students within personal curriculum frameworks.
51. Ensure students scheduling and program options align with Michigan Pupil Accounting and Attendance Association Manual.
52. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

As directed by the **Director of Student Services**

EDUCATION and/or EXPERIENCE:

1. Master's Degree and Certification in Guidance and Counseling.
2. Prior teaching experience on the secondary level preferred.
3. School Counselor License (SCL) or Michigan Teaching Certificate with the School Counselor (NT) endorsement.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply basic concepts, such as fractions, percentages, and ratios, to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory; ability to plan and implement based on the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to stand and talk or hear and sometimes walk and sit for extended periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with staff, parents, and students.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

EQUAL OPPORTUNITY EMPLOYER

Blissfield Community Schools is an Equal Opportunity Employer and prohibits discrimination in

its policies, employment practices and programs on the basis of race, color, creed, religion, age, height, weight, marital or familial status, gender, disability, or national origin.

APPLICATION PROCEDURE

- Persons interested in the above mentioned position should submit a letter of interest, resume, and three references by Wednesday, August 11, 2021 to:

Mark Willson, Director of Student Services
Blissfield Community Schools
630 S. Lane Street
Blissfield, Michigan 49228
mwillson@blissfieldschools.us