

## **K-12 Guidance Counselor - Full Time**

**Location: Bear Lake Schools**

**Salary: According to the BLEA Teacher Salary Scale**

### **JOB DESCRIPTION:**

To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students.

### **QUALIFICATIONS:**

- Master's Degree in School Counseling
- Valid Michigan Teaching Certificate with NT Endorsement, School Counselor License, or preliminary employment authorization to work as a School Counselor
- Counseling experience at the high school level preferred

### **DUTIES & RESPONSIBILITIES:**

- Provide academic and social-emotional counseling for K-12 grade students.
- Ability to conduct individual and group counseling.
- Participate in scheduling of students as directed.
- Provide crisis counseling when needed.
- Monitor students' academic progress.
- Be knowledgeable of high school educational opportunities available to students.
- Maintain the permanent records of all counselees; ie. grades and test data.
- Monitor attendance of all counselees.
- Consult with and make appropriate referrals to special education and outside agencies, such as Community Mental Health.
- Act as liaison between the classroom teacher, student and parent.
- Assist with orientation of new students.
- Interact and model guidance activities for students in classrooms and small group settings.
- Support general education, special education, and English language learners.
- Assist with the college application process including the Common Application and Parchment.
- Assist with educational development plans.
- Understanding of MMC requirements, developing personal curriculums, monitoring student
- Progress and auditing transcripts for credit acquisition and graduation.

- Working with and supporting struggling populations.
- Provide guidance for post-secondary planning including but not limited to college, trade schools, military service, work force, etc.
- Consults with administrators, staff members, and parents/guardians to assist students in making academic progress.
- Supporting the implementation of a school wide SEL program.
- Other duties as assigned.