



Guidance Counselor

The Education Achievement Authority of Michigan is a new statewide school system that is responsible for the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and will be expanded to include low performing schools throughout Michigan as new schools are assigned by the Michigan Department of Education.

JOB TITLE: Guidance Counselor

REPORTS TO: Building Level Principal

EDUCATION AND EXPERIENCE

- Master's Degree required; Doctoral degree or equivalent from an accredited institution preferred.
- Three (3) years of office experience working with grant compliance, financial issues and/or human resources.
- Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected result.
- Demonstrated excellent oral and written communication skills.
- Demonstrated ability and skill in data informed decision making and statistical analysis
- Must be certified as a guidance counselor in the state of Michigan.

RESPONSIBILITIES:

A. Professional Growth

The Guidance Counselor shall:

1. Participate in professional growth activities and complete a professional development plan.
2. Attend professional conferences and workshops related to the overall guidance program.

B. Academic Development

The Guidance Counselor shall:

1. Meet with students prior to and during the registration process, inform the students of classes relative to course selection and assist the administration in the registration and scheduling process.
2. Conduct follow-up meetings with students after the master schedule is developed to make any necessary changes in students' schedules.
3. Conduct orientation meetings with all eighth grade public and parochial middle school students to provide information regarding class offerings and registration procedures.

4. Provide individual counseling for students regarding scheduling upon request of the student or his/her parent/guardian.
5. Make recommendations to students regarding class selection that take into consideration the student's abilities, background and interests. The recommendations may be made by means of small group and/or individual meetings or other methods recommended by teachers.
6. Meet with students individually or in groups to discuss credits, courses and entrance exams required by colleges and technical schools.
7. Advise students regarding the accuracy and completeness of records and credits and perform periodic credit checks from grades nine through 12 with an emphasis on the senior year.
8. Provide written contact and telephone calls to parents/guardians of senior students who are deficient in their credit status.
9. Provide information to students needing to attend summer programs to make up credit deficiencies.
10. Coordinate homebound instruction for students who qualify.
11. Assist new, transfer and foreign exchange students in enrollment, registration, class selection, grades in progress and the transfer of credits. He/she shall conduct a screening of cumulative records and/or parent/guardian/student interviews of all students new to the school.
12. Evaluate credits from outside sources.
13. Coordinate the testing program at the high school and compile and disseminate test results to appropriate personnel, students and parents/guardians.
14. Be responsible for assisting the administration in the compilation of a course description booklet and the distribution of this booklet to every student in school
15. Be available for parent conferences in conjunction with the regular school-wide conference.

C. Personal/Social Development

The Guidance Counselor shall:

1. Provide individual and/or group counseling in areas dealing with alcohol, tobacco and other drugs/alcohol and other drug addiction (ATOD/AODA) issues, family relationships, financial problems, school attendance and peer relationships. He/she shall act as the ATOD/AODA consultant at the high school level.
2. Coordinate the peer mediation program at the high school.
3. Facilitate student involvement in appropriate remedial classes or alternative education programs.
4. Participate in multidisciplinary activities for selected students by contacting and meeting with special education staff members. He/she shall contribute information in the areas of academic achievement in regular education classes, professional impressions of the student based on observations and interviews and make available information about the student provided to the district by outside agencies.
5. Assist special education staff members, including the School Psychologist, in screening special education referrals by providing background information.
6. Act as a referral agent in the regular education staffing by receiving referrals from staff, making contact with the student and possibly the student's parent(s)/guardian(s) and conducting conferences to determine potential outcomes.
7. Provide a link between students and appropriate community resources and outside agencies such as the Youth Service Bureau, adolescent day treatment programs, hospital-based counseling programs and County Protective Services.
8. Assist students in alternative education programs by receiving referrals from administrators, teachers, parents/guardians and students.

9. Help resolve student/teacher conflicts by meeting with the student(s) and teacher individually or in groups to determine the nature and extent of the problem and to outline possible remedial strategies.

D. Career Development

The Guidance Counselor shall:

1. Direct students to provide them with sources of vocational/technical, career, college, military information and work.
2. Maintain a library of catalogs, pamphlets and directories from colleges, technical schools and military academies. This information shall include forms, scholarship information, financial aid information, military services information and occupational briefs.
3. Provide newsletters and other information to parents/guardians and students that relate to testing dates, college visitation dates, deadlines for filing applications, presentations that are held for career speakers and dates of military recruiter visits.
4. Coordinate military career activities.
5. Direct students to appropriate Internet sites that will allow students to conduct their own interest inventories and secure information about an array of career/technical and post high school experiences.
6. Organize, interpret and administer interest and achievement testing for students.
7. Coordinate the College/Career Fair.
8. Coordinate individual visits from college representatives.
9. Initiate contacts with professionals in the community and arrange for students to job shadow.
10. Assist outside agencies visiting the school and speaking to groups of interested students. This shall include military, college and technical school representatives and representatives of careers available without post-secondary training.
11. Process post-secondary and scholarship applications.
12. Write letters of recommendation for students who want to enter post-secondary institutions or are applying for jobs.
13. Prepare and process scholarship materials; establish, organize and meet with scholarship committees; make scholarship applications available to students; and guide students through the total process.
14. Maintain information on institutions that offer scholarships.
15. Be responsible for programming meetings with the parents/guardians of seniors to explain financial aid.

E. Other

The School Guidance Counselor shall perform such other tasks and assume such other responsibilities as may, from time to time, be assigned by the supervisor.

SALARY: Commensurate with experience.

LENGTH OF WORK YEAR: Eleven (11) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION:

All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Associate Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
300 River Place, Suite 3600
Detroit, MI 48226
By E-mail to mprince@eaaofmichigan.org