

Tawas Area Schools

Position: 9-12 High School Guidance Counselor

Reports To: Secondary Building Principal

CANDIDATE QUALIFICATIONS

1. Masters Degree in School Counseling
2. Must possess a valid Michigan teaching certificate with an (NT) endorsement to provide Guidance and Counseling on the secondary level (additional endorsements preferred)
3. Teaching experience preferred; must be Highly Qualified under No Child Left Behind
4. Familiarity and experience with Michigan's Comprehensive Guidance Program required
5. Familiarity with Michigan's Merit Curriculum, ESSA, State curricular assessments, and Advanced Placement (MME, PSAT, M-STEP, ACT, SAT, Early Middle College)
6. Preferred experience and familiarity in conflict resolution processes and peer mediations
7. Ability to maintain confidentiality and be highly organized, efficient and flexible

GENERAL DESCRIPTION/JOB RESPONSIBILITIES

1. Monitor student academic performance and progress on a regular basis
2. Collaborate in the development and management of the master schedule building process and make classroom presentations regarding the scheduling process for students in grades 8-11
3. Apply computer applications related to scheduling (Skyward), data input and retrieval, in addition to common applications of school based instructional technology
4. Management and coordination of credit recovery, seat-time waiver, dual enrollment, Early Middle College and digital learning platforms
5. Positive human relations; ability to communicate thoroughly and effectively with parents, students and staff
6. Support and participate in the school's efforts to create a positive school climate and assist in the promotion of appropriate school behavior
7. Initiate and maintain regular conversation and communication with students, parents and staff about student performance and behavior
8. Stay informed of and complies with state, district and school regulations regarding procedures and policies
9. Problem solving, resolution and decision making skills
10. Plan, organize and prioritize while meeting timelines related to school and state mandates
11. Demonstrate positive, effective, collaborative leadership with the highest degree of integrity, ethics and work standards
12. Advocate for school improvement initiatives driven by ESSA, MICIP, MTSS and PBIS with the ability to enhance school effectiveness by implementing district and building school improvement plans
13. Crisis intervention and willingness to be CPI trained

STARTING DATE: August 2021

BENEFITS AND SALARY: Per Master Contract

APPLICATION DEADLINE: Until filled

Mail letter of application, resume, transcripts, and certifications to:

Tawas Area Schools
Attn: Carrie Huitema
245 W. M-55
Tawas City, MI 48763

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.