



## SCHOOL COUNSELOR – HURON AREA TECHNICAL CENTER (GR 11-12)

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| <p><b>EDUCATIONAL QUALIFICATIONS:</b></p>                          | <ul style="list-style-type: none"> <li>• Valid Michigan Teaching Certificate with the School Counselor (NT) Endorsement OR Michigan School Counselor License (SCL)</li> </ul>  |
| <p><b>MINIMUM QUALIFICATIONS AND SKILLS:</b></p>                   | <ul style="list-style-type: none"> <li>• Strong knowledge of Michigan’s educational and graduation requirements</li> <li>• Familiarity and experience with Michigan’s Comprehensive Guidance Program</li> <li>• Pass and maintain School Employment background check</li> <li>• Adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>• Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)</li> </ul>  |
| <p><b>ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:</b></p> | <p>The School Counselor utilizes leadership, advocacy, and collaboration to promote students' social, emotional, and academic development, provide preventive services, and respond to identified student needs with diverse populations of students.</p> <p><b>SEL/Counseling</b></p> <ul style="list-style-type: none"> <li>○ Able to provide effective individual or group counseling assistance in crisis or personal situations</li> <li>○ Communicating with the ISD social work team and local educational schools to provide comprehensive support</li> <li>○ Oversee behavior plans and support for students</li> <li>○ Creating Groups to check in on students weekly</li> </ul> <p><b>Dual &amp; Concurrent Enrollment (assists with Student Service Specialist)</b></p> <ul style="list-style-type: none"> <li>• Dual Enrollment daily tasks <ul style="list-style-type: none"> <li>○ Set up Zooms, take attendance, monitor students</li> </ul> </li> <li>• Assist with dual enrollment <ul style="list-style-type: none"> <li>○ Registration, recruitment, and informative presentations to locals</li> <li>○ Responsible for setting up student Skyward sections</li> <li>○ Responsible for registering students in Skyward and at college</li> <li>○ Responsible for assisting with registration applications for college</li> <li>○ Responsible for setting up tutoring for students</li> </ul> </li> <li>• Communicate for dual enrollment <ul style="list-style-type: none"> <li>○ Grade Monitoring</li> <li>○ Communicate with students via Remind</li> <li>○ Communicate with parents</li> <li>○ Communicate with local schools</li> <li>○ Communicate with Mid-Michigan</li> </ul> </li> <li>• Concurrent Enrollment <ul style="list-style-type: none"> <li>○ Responsible for setting up Webex for Alpena</li> <li>○ Responsible for registrations for Alpena concurrent and Mid-Michigan concurrent</li> <li>○ Assist concurrent staff with Moodle Shell and other responsibilities</li> </ul> </li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>○ Point of contact for attendance deficiency report meetings with students regarding attendance and grades</li> </ul> <p><b>Testing</b></p> <ul style="list-style-type: none"> <li>○ Accuplacer</li> <li>○ Armed Services Vocational Aptitude Battery (ASVAB)</li> <li>○ College-Level Examination Program (CLEP)</li> </ul> |

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

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|               | <ul style="list-style-type: none"> <li>○ Distributive Education Clubs of America (DECA) proctoring</li> </ul> <p><b>Edgenuity</b></p> <ul style="list-style-type: none"> <li>○ Support locals school use of Edgenuity</li> <li>○ Help with the allocation and purchasing of seats for locals</li> </ul> <p><b>Assist EMC Coordinator with EMC tasks</b></p> <ul style="list-style-type: none"> <li>• Bootcamp, Kickoff events, Refresh Event, Revise Event</li> <li>• Responsible for keeping informed of and complying with state, district, and school policies and procedures</li> <li>• Participate in professional development opportunities and demonstrate a commitment to continuous learning</li> <li>• Use technology to support learning with effective research using Google Applications, Microsoft Word/Excel, and other educational software and programming</li> <li>• Valid driver’s license with reliable transportation</li> <li>• Regular and consistent in-person attendance</li> <li>• Other responsibilities as deemed appropriate by the supervisor</li> </ul> |
| TERMS:        | <ul style="list-style-type: none"> <li>• Wage and benefits, per Huron Intermediate Education Association (HIEA) Bargaining Agreement</li> <li>• School year calendar, 185 days, may require occasional summer/evening hours</li> <li>• FLSA: Exempt – Professional</li> </ul>  |
| APPLY TO:     | <p>Send letter of application and resume with references to:</p> <p><b>Julie Toner</b><br/> <b>HR Specialist, Huron ISD</b><br/> <b><a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></b></p> <p><b>Applications will be accepted through Thursday, November 14, 2024.</b> Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.</p>   |
| POSTING DATE: | Tuesday, November 5, 2024  |