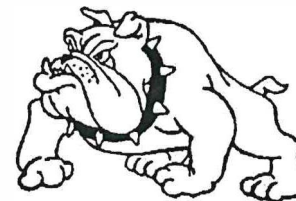


COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043



Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

CEA JOB POSTING

POSITION:

Full Time Guidance Counselor

Provide instructional support for students targeted for additional instruction, working in close coordination with classroom teacher.

RATE OF PAY:

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HOURS:

Regular School Day.

QUALIFICATIONS:

- Certification in Secondary Guidance Counseling.
- Strong English/Language Arts and/or Math background.
- Provide direct instruction to students.
- Supervise students in the classroom, during lunch, and at recess.
- Accept additional tasks, projects or assignments as assigned.

RESPONSIBILITIES:

1. Counsel students individually and/or in groups...
2. Advise and provide information to parents/guardians and teachers
3. Collect information for special reports from teachers, students and records.
4. Assist students filling out application forms for school, financial aid and jobs.
5. Write recommendations on behalf of students for colleges, technical schools, scholarships, special awards and military service.
6. Prepare student transcripts for schools, employers, etc.
7. Send out applications, transcripts and recommendations to schools and agencies.
8. Serve on individualized education program (IEP) teams when deemed appropriate.
9. Compile class rank data for all students in grades nine through twelve.
10. In September and January, review the records of all seniors to check their progress in meeting graduation requirements. He/she shall talk to any students who may have difficulty meeting graduation requirements and write letters in conjunction with the Senior High Principal, to parent(s)/guardian(s) regarding any such problems.
11. Assist the Senior High Principal in coordinating and administering the testing program at the Junior/Senior High School.
12. Coordinate and set up visits of representatives from colleges, technical schools, the military services and private training facilities.

13. Call and write schools to set up visitation appointments and testing for students.
14. Shall provide information on career areas and schools and administer and interpret interest tests.
15. Act as contact person for parents/guardians and students regarding financial aid, educational planning, and student grades and programs.
16. Discuss student programs and make recommendations as to what can be done in conjunction with teachers, parents and administration.
17. Schedule students in appropriate classes depending on post-secondary plans in conjunction with parents, teachers and administration.
18. Work with students on education/vocational post-secondary planning.
19. Shall keep abreast of current practices in the field of guidance and counseling through attendance at professional conferences/workshops.
20. Shall assist the administration in developing a master schedule and individual student schedules.
21. Shall assist the administration in making arrangements for enrollment in the summer program.
22. Supervise and maintain cumulative records and enroll students in grades 9 through 12.
23. Perform any and all other duties prescribed by the administration.

**Recommended but not needed
Diversity, Equity, Inclusion (DEI Training)
Sheltered Instruction Observation Protocol (SIOP)

EVALUATION: The Senior High School Principal shall complete an annual written evaluation in accordance with Board Policy.

TERMS OF EMPLOYMENT: The Senior High School counselor shall be employed for the normal school year with contract provisions to conform to the negotiated agreement between CEA & Covert Public School Administration.

All Interested Persons Please Submit Resume to:

Covert Public Schools
Attn: Darryl K. Williams – williamsd@covertps.org
35323 M-140 Highway
Covert, MI 49043
www.covertpublicschools.org


Mrs. Yolanda Brunt Superintendent

POSTED:
POSTING PERIOD
Until position is filled