



Position Title: School Counselor

Division: Jackson High School
Reports To: Principal of Instruction

To be posted until 6-30-2018.

Please visit www.jpsk12.org, fill out an online application, then apply for the position.

Summary:

The school counselor is a professional educator who supports the K-12 district-counseling program by facilitating student development in academic core, career, areas. He/she will assist students individually and in small groups within the total educational program to become effective learners, responsible citizens, and contributing members of society.

Essential Duties And Responsibilities: (Does not include all tasks employee may be expected to perform.)

- Updates student Educational Plans to determine credits attained and those credits needed.
- Bi-annually organizes the orientation and registration process to include dates for families and staff. Additionally, composes and sends letters to students that are returning, prospective or referred. Coordinates procedures for all sessions including speaking and attending all sessions.
- Keeping consistent with the MME requirements.
- Registers all students for classes including the Jackson Area Career Center.
- Evaluates transcripts, completes the Educational Plan, and maintains communication with students and families toward completion of high school diploma requirements.
- Revises student schedules as necessary.
- Determines student grade level and composes senior list. Makes adjustments made as necessary.
- Educates students and parents, with regards to ACT and SAT testing (high school).
- Coordinates and attends the Jackson Area Career Center tours.
- Reviews quarterly academic progress and discusses successes, failures, and absences with students.
- Regularly providing academic intervention strategies.
- Student schedules.
- Response to parent and teacher concerns, performance, recognizing students' academics in timely manner.
- Coordinates with the Parkside Staff, the academic scheduling of pending 9th graders.

- Ensures EDP completion for students.
- All other duties as assigned.

Supervisory Responsibilities: (If Applicable)

Qualification Requirements: *To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Counsel/advise and complete necessary paperwork for students who have personal problems, and make referrals to outside agencies; or identifying various educational opportunities-diploma requirements, JACC, Adult Education options, summer school, GED program and testing, college preparation, scholarships, admissions, testing, etc.
- Meet and coordinate with parents, guardians, probation officers, and community agencies.
- Coordinate transfer of students from the youth center and Florence Crittenden Services as a requirement to be in school.
- Assist principal, teachers and other staff with arrangements for special programs, speakers, and various student activities.
- Consult with teachers who identify individual student problems and counsel appropriately.
- Maintain professional relationships with JACC, JHS, JCISD, JPS Administration, Jackson Counseling Association, and other schools and community personnel.

Education And/Or Experience:

- Possess a master's degree in counseling.
- Teaching Certificate preferred but not mandatory.
- School counselor endorsement (NT).

Certificates, Licenses, Registrations:

- Licenses required by the State of Michigan.

Skills And Abilities:

- Use a computer and related district software to manage and access multiple student inputs and changes.
- Proficient and able to use Microsoft Office software programs.
- Ability to meet with committees or teams to format and provide closure to related situations.

Desired Attributes:

- Strong leadership, organization and communication skills.
- Effective mediation skills.
- Demonstrated ability to deal positively with a wide variety of students, parents, and staff.

- Demonstrates initiative, productivity, emotional stability, energy and enthusiasm.
- Communicates effectively both verbally and in writing.
- Experience working with at risk youth.
- Demonstrates efforts for continuous education by attending workshops, graduate studies, conferences or workshops, and active participation in school affairs.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in an office environment, sitting at a desk, walking, and movement
- Extensive standing, walking and movement typical of a teaching environment.
- The ability to assist school staff in any physical altercation that may occur.
- The ability to use a computer and related software with fingers and repetitive motions.