

# Saranac Community Schools

Jason Smith, Superintendent  
225 Pleasant Street  
Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400  
Fax 616-642-1405

## Position Availability Notice

Saranac Community Schools is accepting applications  
for a full-time School Counselor

### Qualifications Required:

- Completed Bachelor's Degree
- Valid Michigan teaching certificate with a NT endorsement OR Michigan School Guidance Counselor license
- Successful teaching experience at the secondary level preferred (but not required)
- Demonstrated knowledge of youth and ability to teach them
- Ability to support and promote sound instruction
- Demonstrated ability to work effectively with parents, administrators, students, and staff

### RESPONSIBILITIES:

- Prepare students for their future by taking initiative and creating an instructional environment that will lead to success.
- Establish and coordinate student schedules.
- Establish, display and reinforce positive behavior interventions/supports (PBIS).
- Cultivate and collaborate in dynamic instructional teams to help organize and improve the quality and quantity of interactions between/among teachers, students, families and the larger community.
- Nurture resiliency in every child by identifying risk factors that can inhibit learning, create strategies and identify assets to overcome those risk factors, and progress monitor for student success.
- Help create a welcoming school environment for all who enter.
- Communicate and work with families to reinforce problem solving skills, positive behavior strategies/expectations, and authentic homework to enhance student learning.
- Gather, analyze and share relevant data.

### SUMMARY:

The School Counselor participates in the planning and implementation of the guidance and counseling program in relation to the needs of the students being served. The School Counselor improves the learning community by providing consultation, coordination, referral and delivery of support services which help 7-12th grade students with appropriate academic, emotional, behavioral and social development.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in promoting parental involvement, community relations, program evaluation and curriculum support, where appropriate.
- Assists students with academic, emotional, social and/or behavioral issues.
- Shows concern for the total needs of the student (educational, social and personal) while encouraging maximum growth and development.

- Consults and coordinates with parents, teachers, support staff, administration and local agencies, which may provide support to student and their families.
- Provides parents with accurate, comprehensive and relevant information in a caring and objective manner.
- Works with all staff (instructional and non) to enhance understanding of all aspects of the student's development and its impact on learning.
- Teaches age-appropriate coping and conflict resolution skills to students, when needed.
- Diligently works with parents, students and staff to help students set and achieve defined goals.
- Assists students in understanding consequences for actions of self and others.
- Aides students in dealing with various family crises (e.g., separation, divorce, death, neglect, abuse, addiction, etc.)
- Provides assistance, to students in the development of self-esteem, as well as understanding the school environment and what is expected of them.
- Collaborates with staff in the coordination of individualized educational and/or behavioral plans for students, which may or may not include special education services.
- Maintains detailed, thorough records regarding student's areas of concern, improvement and provides regular, relevant updates to students, parents, staff, administration, and/or community agencies as appropriate.
- To guide and counsel individuals and groups of students through the development of educational and career plans, which may include:
  - Meeting with students whose names appear on the low grade list each semester and, if appropriate, formulating a plan of action for success involving the student and the parent;
  - Planning and/or promoting programs which enhance the academic, social or emotional growth of students, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
  - Meeting with seniors once each semester and mailing updates on their graduation status to their parents;
  - Working with students who have discipline, attendance and academic problems and are referred by teachers, parents or administrators;
  - Insuring that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation;
  - Guiding each student to choose courses consistent with his/her interests, abilities and career plans;
  - Helping students develop post-secondary educational plans in accordance with their interests, abilities and career plans;
  - Assisting students with the completion of college admissions applications;
  - Organizing and promoting standardized assessment opportunities and interpreting test results to students and/or parents on request;
  - Assisting the principal in the preparation of diploma lists and identification of honor graduates in preparation for graduation;
  - Assuring that appropriate, accurate information is maintained in each student's permanent, cumulative record;
  - Making necessary schedule changes for individual students that are both appropriate for their abilities, and aligned with their educational and career plans;
  - To facilitate small groups for individual students with identified, common needs;
  - To consult with and serve as a resource for students, staff and parents regarding developmental needs of students;
  - Active participation in Special Education meetings;

- Conference with individual students who have experienced a death in the family or serious illness and notification of their teachers;
- Work with teachers to better help them understand students with physical or emotional challenges;
- To refer students and parents/guardians to appropriate school and community resources;
- To participate in, coordinate, conduct activities which contribute to the effective implementation of the high school component of the K-12 guidance curriculum;
- To evaluate and revise the building guidance and counseling program;
- To assist in the development of a District Assessment Program and the interpretation of testing and assessment results related to career guidance; and
- To continue personal professional growth and development;
- Maintain regular predictable attendance;
- Other duties as assigned.

Step Range: Salary considerations will be given for each full year of teaching experience up to 3 years

Salary Range: \$33,164 - \$41,276

Include: Resume, Transcripts, and Letter of Recommendation

Must meet all applicable standards for “Highly Qualified” under the Every Student Succeeds Act (ESSA)

Interested person may apply in writing on or before:  
July 11th, 2019 by 12:00 p.m. to:

Mr. Josh Leader, Principal  
Saranac Jr/Sr High School  
150 Pleasant Street  
Saranac, MI 48881

EOE Date of Posting: June 20, 2019

Saranac Elementary  
Mike Catrell, Principal  
Phone 616.642.1200  
Fax 616.642.1205

Connie Hamilton, Curriculum Director  
Phone: 616.642.1100

Saranac Junior Senior High  
Josh Leader, Principal  
Phone 616.642.1100  
Fax 616.642.1105