

**POSITION OPENING
HARBOR BEACH COMMUNITY SCHOOLS
402 S. FIFTH STREET
HARBOR BEACH, MI 48441**

POSTING DATE: August 3, 2026

POSITION: School Counselor (PreK-12) (Focus on At-Risk students and Community, Home, school Liaison)

JOB SUMMARY: We are seeking a certified, dedicated, and highly qualified School Counselor to provide individual, small group, and classroom counseling to students PreK-12. The School Counselor will be responsible for promoting the academic, social, emotional, and psychological well-being of students. This role involves supporting students' overall development, addressing their personal and academic challenges, and connecting them with necessary resources and support services.

QUALIFICATIONS:

- Completed Bachelor's Degree. Master's preferred.
- Valid Michigan teaching certificate with a NT endorsement OR Michigan School Guidance Counselor license OR willingness to pursue/enroll for certification.
- Successful experience at the K-12 level.
- Ability to support and promote sound instruction.

Additional Qualifications:

- **Skills:** Strong interpersonal, communication, and problem-solving skills; ability to work collaboratively in a school environment.
- **Knowledge:** Deep knowledge of academic counseling, social-emotional learning (SEL), college and career readiness, and multi-tiered systems of support (MTSS).

JOB DESCRIPTION:

Requirements, Responsibilities and Duties: General Statement: The At-Risk Counselor leads tiered supports to improve **attendance, academic engagement, and behavior** for students identified as at risk. This role coordinates daily attendance follow-up, family outreach, restorative practices, and connects students/families to resources. The counselor also oversees/operates the school **Food Pantry** and **Kidz Klozet**, and provides timely at-risk reports that drive interventions to school staff.

Essential Duties & Responsibilities

Attendance & Engagement (MTSS Tier 1–3)

- Monitor daily attendance; identify at-risk patterns (chronic absence, tardiness, early dismissals) and act quickly with same-day outreach.
- Lead tiered interventions (personalized Attendance Improvement Plans, check-ins, incentives, barrier-removal supports).
- Coordinate home visits (as appropriate), transportation/problem-solving meetings, and interagency referrals.
- Track and report progress (weekly dashboards; chronic absenteeism rates; re-engagement outcomes).

Family Communication & Liaison

- Serve as a primary **family liaison** to strengthen school-home partnerships around attendance, academics, and behavior.
- Homeless liaison
- Schedule and facilitate solution-focused meetings; connect families to community resources (housing, food, utilities, mental health, clothing).
- Maintain respectful, culturally responsive, and confidential communication; arrange interpretation/translation when needed.

Restorative Practices & Student Behavior

- Implement **restorative justice** responses (restorative conversations, circles, mediation, re-entry plans) aligned with PBIS/Capturing Kids' Hearts/school expectations.
- Coach students on self-regulation, goal-setting, and replacement behaviors; coordinate with counselors, social workers, and special services.
- Collect and analyze behavior data (ODRs, classroom referrals) to target supports and reduce loss of instructional time.

Data & Reporting

- Run SIS reports (attendance, grades, behavior), distribute at-risk lists to staff, and enter updates.
- Maintain accurate logs of contacts, interventions, and outcomes; prepare weekly summaries for the principal/MTSS team.
- Support progress monitoring for academic interventions (e.g., missing work plans, tutoring sign-ups, grade checks).

Food Pantry, Kidz Klozet, & Resource Operations

- Oversee daily/weekly operations of the **Food Pantry** and **Kidz Klozet** (inventory, organization, student/family access, confidentiality).
- Coordinate donations, volunteers, and community partnerships; develop simple request/checkout systems and utilization reports.
- Promote awareness while preserving dignity and privacy for students and families.

Collaboration & Compliance

- Work closely with teachers, counselors, social workers, nurses, attendance officers, and the district homeless liaison/McKinney-Vento contact. (Should this person be the contact?)
- Uphold FERPA and district policies; follow safety protocols for home visits and student supervision.
- Participate in MTSS/PLC meetings; contribute to prevention programming and family workshops.

Academic and Behavior Supports/Interventions

- In School Suspension intervention, Behave Out/In intervention, Check In/Out intervention, and other forms of intervention to support student success.

AND work closely with the K-12 Academic College and Career Ready Counselor, the K-12 SEL/CKH Counselor and the ISD and SHC Ancillary staff to form a Comprehensive Counseling Department.

Additional Responsibilities:

- Perform other duties as assigned by the supervisor, which may include leadership roles in school-based or district-level initiatives and other student support services.

Physical and Environmental Requirements:

- Ability to work in a school setting, including classrooms, hallways, offices, and community outreach locations.
- Ability to adapt to varying work conditions and manage a wide range of student needs.

TERMS OF EMPLOYMENT: Compensation per the CBA with HBEA according to education and experience. We offer a competitive benefits package.

This job description provides an overview of the primary responsibilities and qualifications for the School Counselor position. It is not an exhaustive list, and candidates may be expected to

perform additional duties as required by their supervisor.

APPLY TO: Email letter of application, resume and any credentials to:

Mr. William C Chilman IV, Ed.S. Superintendent

Harbor Beach Community Schools, Go Pirates

hr@hbpirates.org

DEADLINE: August 13, 2026, or until filled

STATEMENT OF ASSURANCE: It is the policy of the Harbor Beach Community Schools 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, Harbor Beach Community Schools, 402 S. Fifth Street, Harbor Beach, MI 48441