

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT

INTERNAL/EXTERNAL POSTING

Position: School Counselor

The River Valley School District is seeking a highly qualified professional that has proven experience in providing appropriate support to students, parents, and staff while improving student academic progress.

Location: River Valley Middle/High School

Reports to: Middle/High School Principal

Qualification Requirements

- ✓ Master's Degree in school counseling
- ✓ Valid Michigan Teaching Certificate with a school counselor endorsement (NT) or holds a Michigan School Guidance Counselor license
- ✓ Thorough knowledge of Michigan Comprehensive Guidance and Counseling Program
- ✓ Knowledge of Career and Technical Education requirements
- ✓ Skilled and experienced addressing academic, behavioral, social and emotional needs of secondary students
- ✓ Successful experience working with students having special needs, at-risk students, and their families
- ✓ Knowledge and experience with online learning and dual enrollment
- ✓ Excellent communication and listening skills with the ability to work effectively and collaboratively with students, parents, and staff
- ✓ Experience using technology for teaching, learning, and managing work
- ✓ Demonstrates knowledge of child and adolescent development
- ✓ Demonstrates knowledge of counseling theory and techniques
- ✓ Demonstrates a good work ethic and has high standards for work performance
- ✓ Demonstrated ability to maintain strict confidentiality
- ✓ Demonstrates professionalism, exercises tact, and responds well under pressure

Essential Duties and Responsibilities

- ✓ Conducts individual and group counseling at the secondary level
- ✓ Coordinates and interprets standardized testing to students, staff, and parents
- ✓ Coordinates and supervises local and state assessments
- ✓ Competently develops and works with master schedule/student schedules
- ✓ Works with AP programs and students
- ✓ Coordinates and monitors the virtual credit recovery program and all virtual credit programs
- ✓ Assists with the college application process including the common application and parchment
- ✓ Coordinates and facilitates career development activities and career cruising, and updates EDP's
- ✓ Monitors student progress and credit acquisition towards the MMC requirements
- ✓ Guides students through post-secondary options including but not limited to college, trade schools, military service, workforce, etc.
- ✓ Performs group presentations to staff, students, parents, and community groups
- ✓ Assists individuals to understand and overcome social and emotional problems
- ✓ Maintain accurate and timely records
- ✓ Comply with district policies and procedures
- ✓ Perform other duties/tasks as assigned by administration

Compensation – *According to the negotiated Master Agreement with the River Valley Education Association.*

APPLICATION

Internal Candidates Send a letter of application with qualifications for the position to the Superintendent.

External Candidates MAIL a letter of application/resume, credentials, complete a district application, AND provide at least three (3) names of professional references with telephone numbers to:

Human Resources
River Valley School District
15480 Three Oaks Road
Three Oaks, MI 49128

For additional info, contact – Patrick Breen, Middle/High School Principal at (269) 756-9541, Ext. 1032
www.rivervalleyschools.org

Date of Posting: April 21, 2017

Deadline Date: May 22, 2017 or until filled

The River Valley School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. Any person who believes that he or she has been discriminated against or denied equal opportunity or access to the District’s programs, activities, or services may contact the District’s “Compliance Officers”: Mrs. Heidi Clark, Elementary Principal (extension 1601) or Mr. Patrick Breen, Middle/High School Principal (extension 1032), 15480 Three Oaks Road, Three Oaks, MI 49128, 269-756-9541.

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