

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: School Guidance Counselor

Location: River Valley Middle/High School

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

Job Summary – 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.

Qualifications and other requirements – To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ 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 functions of the job include but are not limited to the following:

- ✓ Reliable, regular, and punctual on-site attendance is required to perform the essential functions, duties, and responsibilities of a guidance counselor
- ✓ 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

Posting: School Guidance Counselor

Physical requirements of the job – While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV carts. The employee is directly responsible for safety, well-being, or work output of other people.

ALL INTERESTED APPLICANTS must apply through the Hire Enterprise Online Application System:
https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000561

Please upload your letter of interest, resume, reference letters, transcripts, and other pertinent information directly to your application.

Questions may be directed to Patrick Breen, Middle High School Principal at (269) 756-9541, Ext. 1032 or email him at pbreen@rivervalleyschools.org

Date of Posting: October 19, 2020

Deadline Date: Until filled

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