

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: October 29-November 11, 2009

TITLE: Counselor, Secondary

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Michigan secondary school counselor endorsement or school counselor certificate required.

Experience: Three (3) years secondary teaching or school staff experience. Recent and relevant counseling experience preferred.

Knowledge: Must be knowledgeable of career development and planning, graduation requirements and post secondary opportunities.

Must understand graduation requirements and requirements for post-secondary opportunities.

Ability to work with At-Risk students.

Ability to establish positive relationships with all students, particularly troubled youth.

Ability to facilitate and lead student group sessions.

Ability to analyze and interpret student standardized achievement, demographic and performance data including MEAP, etc.

Ability to develop and maintain a student database (Access, Mapper, Filemaker, Excel).

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily.

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The essential functions listed 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.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: **Teacher Basic Salary Schedule**

ESSENTIAL FUNCTIONS:

Provides a comprehensive guidance and counseling program for students in grades 7-12.

Consults with and communicates with teachers, staff, and parents to enhance effectiveness in providing support to students and the educational program.

Use student achievement data to effectively guide and advocate for appropriate course selection for each identified student.

Work with students and staff on both an individual and group basis to resolve/improve academic performance and behavior problems which interfere with the teaching and learning process.

Identifies appropriate academic and personal resources for each student designed to ensure academic success.

Performs daily monitoring of attendance for each student served.

Implement immediate intervention tactics designed to address student absences.

Maintains a student database that includes relevant evaluation data (attendance, grades, assessment results) for each student served.

Act as a communication link between teachers, parents and students in the resolution of student problems.

Guides and counsels groups and individual students through educational, career, and personal/social development.

Serves as a resource for students in gaining entrance to post secondary opportunities.

Refers students as needed to appropriate community resources in consultation with their parents.

Completes statistical reports as required.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

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EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

H:TE-05/2006
Rev. HR/LA/dmh/10/09

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.