

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Dates: November 12-25, 2009

TITLE: Title I 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 Title I At-Risk students.
- Ability to establish positive relationships with all Title I students.
- 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; and 4) 5-panel drug test.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: Teacher Basic Salary Schedule

TITLE: Title I Counselor, Secondary

ESSENTIAL FUNCTIONS:

Provides supplemental comprehensive guidance and counseling for Title I students in grades 7-9.

Consults with and communicates with regular counseling staff, teachers, support staff, and parents to enhance effectiveness in providing supplemental support to Title I students.

Uses student achievement data in working with the regular counseling staff to determine appropriate intervention classes for Title I students.

Works with Title I 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 Title I student designed to ensure academic success.

Works with the Title I Behavioral Specialist to implement immediate intervention strategies designed to address student absences.

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

Acts as a communication link between Title I teachers, parents, Title I students, Title I Behavioral Specialist and Title I Parent Facilitator in the resolution of student problems.

Serves as a resource for Title I students in early awareness and readiness for undergraduate programs.

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

The information contained in this job description is not an exhaustive list of the Title I duties performed for this position. Additional Title I duties and responsibilities may be assigned.

PHYSICAL DEMANDS FOR POSITION:

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

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.

Revised 12-8-08

Rev. HR/LA/dmh/11/09

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.