



REED CITY AREA PUBLIC SCHOOLS

Every Student, Every Day... Commit, Succeed, and Lead

Administrative Office

225 W. Church Avenue, Suite A □ Reed City, MI 49677
Phone 231.832.2201 Fax 231.832.2202 www.reedcityschools.org

JOB POSTING – Internal/External

High School Counselor

Classification: Salaried
Terms: 2021-2022 School Year
Salary: Per RCEA Contract
Reports to: High School Principal
Closing Date: May 12, 2021 or until filled

Reed City Area Public Schools is looking for a high school counselor that is interested in collaborating with a positive, dedicated, and high-performing team.

Required Qualifications:

- Must possess and maintain proper certification as established by state law (NT) (SCL)

Experience:

- Previous experience working with high school students preferred.

Responsibilities:

- Meet with students prior to and during the registration process to inform the student of classes relative to course selection and assist them with registration and scheduling
- Work in cooperation with the building principal to build a master schedule and revise as appropriate
- Conduct orientation meetings with all eight grade students to provide information regarding class offerings and registration procedures as they transition to high school
- Provide individual and group counseling for students and parents/guardians regarding scheduling, as needed
- Meet with and advise students and parents/guardians on required credits, credit deficits, available courses, exams, and other opportunities
- Coordinate college visits, fairs, and other career oriented events
- Continued auditing of student records to ensure that students are meeting the high school graduation requirements established by the Michigan Merit Curriculum
- Process post-secondary and scholarship applications
- Other duties and responsibilities as assigned

Applicants: Qualified candidates should submit a resume, letter of interest, college transcripts, a copy of Michigan teaching certificate, and three (3) professional letters of reference to:

applicant@reedcityschools.org

The Reed City Area Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate