



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

303 Pine Street, Essexville, MI (989) 894-9700

JOB POSTING

POSTING DATE: March 23, 2023

CRAMER JUNIOR HIGH: Counselor/Social Worker

JOB DESCRIPTION:

The role of the Cramer Junior High School Counselor/Social Worker is to help students prepare for academic achievement, ensure career readiness and develop personal and/or social skills through a comprehensive and developmental appropriate counseling program. The goal is to ensure that all students will become productive and well-adjusted adults.

EDUCATION AND EXPERIENCE:

- Possess a Master's degree in Guidance and Counseling from an accredited institution
- And**
- Possess a valid Michigan secondary teaching certificate with an endorsement in counseling (NT)
- OR**
- Possess a School Counselor License
- OR**
- Possess a Preliminary Authorization to work as a School Counselor
- OR**
- Possess a Temporary School Counselor Authorization

RESPONSIBILITIES:

College and Career Planning

- Assist students in exploring post secondary options using tools such as Career Cruising, Xello and/or Mi Bright Future
- Plan and participate in career exploration events
- Implementation of the Michigan Career Development Model
- Facilitate the EDP process

Student Development

- Work with students (large and small group settings) to assist in developing appropriate academic, social/emotional strategies for success
- Assist struggling students with an individualized and comprehensive plan
- Proactive approach to engaging students and stakeholders
- Connect students and families with outside agencies
- Form partnerships with staff to ensure a community that will foster healthy physical, social, emotional, and intellectual development
- Participate in Child Studies, IEP Meetings, and 504 Meetings
- Organize and create student groups to develop personal and/or social skills

Scheduling

- Assist in developing the master schedule, scheduling students, advise on changing electives based on student needs and interest, and number of sections
- Handling the Opt-out process (examples: Reproductive Health, PE)
- Coordinator of PSAT 8/9, M-Step and other school wide testing

REPORTS TO: Building Principal**DEADLINE:** April 10, 2023 or until filled

Please send copy of resume and letter of interest via mail or email to:

Miranda Antcliff, Director of Employee Services

303 Pine Street, Essexville, MI 48732

antcliffm@e-hps.net