



Columbia School District

11775 Hewitt Rd. Brooklyn, MI 49230

Dr. Pamela Campbell, Superintendent

May 1, 2019

Notice of Opening for 2019/2020 School Year

Full Time School Counselor/504 Coordinator

Qualifications

Possession of a bachelor's degree with a school counselor endorsement from the State of Michigan
Excellent communication skills, both oral and written
Student focused approach
High degree of flexibility
Ability to work independently within a team environment

Job Description

A school counselor must be approachable, student focused, have strong functional and technical skills, possess interpersonal savvy, be able to communicate in a professional manner, listen, have organizational agility, persevere and manage time well. Work independently and coordinate the completion of several tasks simultaneously. Have the ability to work with various age children, pre-K through 12th grade

Various Duties

- ✚ Provide a comprehensive counseling program for children; consult with teachers, parents and staff to enhance their effectiveness in helping students.
- ✚ Provide general school counseling and guidance services in group and individual settings,
- ✚ Refer children with problems and their parents to special programs, specialists, and outside agencies.
- ✚ Address issues that impact students at risk of failing to attain their full academic potential.
- ✚ Be available to students to provide counseling that will lead to increased personal growth, self-understanding, and maturity.
- ✚ Prepare and maintain student counseling records.
- ✚ Demonstrate flexibility in performing other related duties as assigned.
- ✚ Become knowledgeable and current in the Section 504 requirements.
- ✚ Assure the District's compliance with state and federal 504 laws.
- ✚ Develop and maintain current District procedures under Section 504.
- ✚ Review District policy on Section 504.

Deadline: Wednesday, May 22, 2019 at 12:00 pm

Please send a letter of interest, resume, proof of certification, references, copy of transcripts, and at least three letters of recommendation to:

Monika Cook

Administrative Assistant to the Superintendent

Columbia School District

11775 Hewitt Rd.

Brooklyn, MI 49230

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