



**District Office**  
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**JOB POSTING FOR 2025-2026 SCHOOL YEAR**

<b>TITLE:</b> Secondary School Counselor	<b>FLSA:</b> EXEMPT
<b>REPORTS TO:</b> Principal	<b>POSTED:</b> March 12, 2025
<b>SALARY:</b> Full Time Position - Commensurate with SJEA contract and credentials	<b>NUMBER OF DAYS:</b> School Year Position
<b>LOCATION:</b> St. Johns Middle School	

**POSITION SUMMARY**

Under the direction of the school principal, plans and provides for activities to support the Michigan Comprehensive Guidance and Counseling objectives with staff and students. Provides individual and small group counseling experiences for students as appropriate. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Supervises students in a variety of school related settings. Acts as a liaison between the school, home and outside agencies. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional guidance plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

**DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

- Provides individual counseling to students for personal, social and/or emotional issues related to their education and/or social progress.
- Organizes and facilitates small group support programs.
- Provides instruction, by grade level, as part of the Comprehensive Guidance and Counseling Program for St. Johns Public Schools.
- Provides advocacy for students at individual education plan meetings and other student-focused meetings.
- Serves as building test coordinator for State of MI standardized tests (M-STEP, PSAT 8/9).
- Interprets cognitive, aptitude, and achievement tests.
- Assist the principal in creating the master schedule and coordinating student enrollment processes.
- Provides individual student academic planning and goal setting.

- Provides orientation, coordination, and academic advising for new students.
- Assists in creating a smooth transition process for students from the middle school to the high school.
- Provides communication and support with outside agencies, as needed.
- Establishes effective communication with students, parents, staff members and the community.
- Communicates effectively with parents to increase parent awareness and understanding of school programs or student progress and needs.
- Demonstrates the highest ethical standards with confidentiality.
- Establishes and maintains an accurate record keeping system.
- Initiates, facilitates and coordinates the work of the crisis intervention team.
- Serves as a resource for school staff and works within the buildings to promote a positive school climate.
- Takes all necessary safety precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, St. Johns Public School policies and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Coordinates implementation of SJMS character education curriculum (Character Strong).
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Appraises his/her own effectiveness and demonstrates successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional competence.
- Participates in school management and shares responsibility for the total school program.
- Provides data analysis to identify student issues, needs and challenges.
- Consults with teachers about building connections, effective classroom management and the role of noncognitive factors in student success.
- Consults with school administration to identify and resolve student issues, needs, and problems.
- Attends staff meetings and serves on staff committees as required.
- Performs related work and other duties as assigned.

## **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

### **EDUCATION:**

- Master's degree or higher in counseling from an accredited college or university with K-12 Certification.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Michigan Teaching Certificate with the School Counselor (NT) endorsement - *preferred*
- School Counselor License (SCL)
- Temporary School Counselor Authorization (TSCA)
- Preliminary Employment Authorization to Work as a School Counselor (PEASC)

### **EXPERIENCE:**

- Experience working with middle school age students - *preferred*
- Experience in building master schedules and developing student schedules.
- Experience in providing counseling support
- Experience in Positive Behavior Supports
- Experience with trauma informed schools
- Experience and/or knowledge of practices/training from Crisis Prevention Institute (CPI)

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of the Comprehensive Guidance and Counseling curriculum, St. Johns Public Schools policies, and effective instructional practices.
- Understanding of the teaching/learning process.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Excellent oral and written communication and human relations skills.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, stand, and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee may be required to leave the building.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [Fast Track](#). A completed online application is required for all applicants.

This position will be posted until April 18, 2025, or until filled.

*It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.*