

**POSITION TITLE:** School Counselor, Brighton Area Schools (BAS)

**REPORTS TO:** Building Principal

**SALARY/BENEFITS:** \$50,5445 – \$99,009 (2024–2025)  
(BA Step 1) – (MA +30 Step 12)

**FSLA:** Exempt

**GROUP:** BEA

**UPDATED:** May, 2024

**SCHEDULE:** Per Contract

**Brighton Area Schools is seeking an exceptional school counselor to help students overcome problems that impede learning, and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.**

### COMMUNITY AND SCHOOL DISTRICT DESCRIPTION

The Brighton Area Schools is an award-winning school district housed within the flourishing community of Brighton Michigan. Brighton is a vibrant community with a quaint downtown that is filled with restaurants, shops and community spirit. We are blessed as a school district to be part of this community and their unwavering support for our schools. The school district has approximately 6,000 students.

### EDUCATION/EXPERIENCE

1. Minimum of a Bachelor's Degree
2. Valid Michigan Provisional, Permanent, or Life Teaching certificate by the State of Michigan that is valid for the subject and/or grade levels taught and meet NCA standards.
3. Counseling endorsement (NT)

### PERFORMANCE RESPONSIBILITIES

1. Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible education for all students.
2. Willingness to accept constructive criticism.
3. Ability to function under stress.
4. Evidenced planning ability.
5. Meet health requirements established by State Law.
6. Willingness to adapt to changing situations.
7. Register students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Aids students in course and subject selection.
9. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
10. Helps students evaluate career interests and choices
11. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
12. Works with students on an individual basis in the solution of personal problems related to such issues as home and family relations, health and emotional adjustment.
13. Guides students in their participation in school and community activities.
14. Works to discover and develop special abilities of students.
15. Works to resolve student's educational handicaps.
16. Maintains student records and protects their confidentiality.
17. Obtains and disseminates occupational information to students and to classes studying occupations.
18. Assists in career awareness information for students and parents.
19. Assists in setting up testing schedules and prepares and disseminates testing materials.

20. Assists in scheduling Section 504 meetings.
21. Attends IEPTs when appropriate.
22. Facilitates/co-facilitates Student Assistance team.
23. Assists administration in the class scheduling process.
24. Plans and implements student educational support groups, conflict resolution and peer mediation.
25. Coordinates At-Risk student follow-up.
26. Confers with parents whenever necessary.
27. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve educational prospects of individual students being counseled.
28. Abides by all applicable statutes, rules, regulations and policies.
29. Remains abreast of new research, strategies and techniques in the field of guidance and counseling.
30. Performs other duties consistent with the role of school counselor as assigned by the administration

## ESSENTIAL FUNCTIONS

*Note: The following duties and responsibilities are deemed to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully; an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below 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.*

- Supports the health and wellness needs of students.
- Supports communication with students and adults.
- Supports social skills, such as sharing with and helping others.
- Supports age appropriate developmental skills
- Observes and reports on physical, emotional, intellectual and social development and progress of students.
- Creates regular communication as needed.
- Attends meetings and workshops as needed.
- Develops and maintains positive relationships and open communication with families and caregivers.
- Creates a welcoming environment.
- Maintain primary responsibility for lesson planning, the classroom environment, data collection and record keeping associated with highest quality developmental/educational programming for students.
- Promote parent participation and involvement
- Complete and maintain all required paperwork, reports, receipts and student records in accordance with Brighton Area Schools' system of operation and submit them in a timely and professional manner.
- Maintain a continuous updating of knowledge and experience related to teaching best practices, child development, BAS Curriculum, and other related areas.
- Maintain educational and other credentials as necessary.
- Possess knowledge of Brighton Area Schools' organization, mission, and philosophy.
- Works collaboratively with all staff who support children in our program.

## ADDITIONAL DUTIES

- Performs other duties deemed appropriate and as assigned by the building Principal.

## OTHER KNOWLEDGE, SKILLS and/or ABILITIES

*Note: The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## REQUIRED

1. Strong written and verbal communication skills.
2. General knowledge of grade level and/or subject area requirements and regulations.
3. Ability to maintain the confidentiality of sensitive information.
4. Ability to negotiate conflict and resolve emotionally charged situations.

## PREFERRED

1. Knowledge of the school district and community.
2. General knowledge of computer hardware and software.

## LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## PHYSICAL DEMANDS

*Note: 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, use hands to perform tasks, talk, and hear. The employee is occasionally required to stand, walk; reach with hands and arms, and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

## WORK ENVIRONMENT

- The noise level in the work environment is usually loud and is a standard acceptable level for this environment.
- The employee is directly responsible for student safety, work output and well-being.

*Brighton Area Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*

*Inquiries regarding non-discrimination policies should be directed to the Assistant Superintendent of Human Resources.*