



*An Equal Opportunity Employer*

Flint Community Schools

Human Resources

### **Employee Job Description**

**Job Title: Guidance Counselor**

#### **Job Summary:**

The Guidance Counselor will provide a comprehensive support system for students assisting with academic planning, course selection, and personal development. They collaborate with teachers, staff, and parents to enhance student success, monitor attendance, and address academic or behavioral concerns through individual and group counseling. Additionally, they guide students in exploring post-secondary opportunities, connect them with appropriate resources, and maintain essential student data to track progress and ensure academic achievement.

#### **Essential Functions (May include, but not limited to):**

1. Develop and implement a comprehensive guidance and counseling program for students.
2. Consult and collaborate with teachers, staff, and parents to support student success and the educational program.
3. Analyze student achievement data to guide and advocate for appropriate course selection.
4. Provide individual and group counseling to address academic, behavioral, and social-emotion challenges.
5. Identify and connect students with academic and personal resources to promote success.
6. Monitor student attendance daily and implement intervention strategies to address absences.
7. Assist in developing and maintaining the school's Master Schedule of classes.

(Continued on the next page)

## **Guidance Counselor**

Page 2

8. Maintain accurate student records, including attendance, grades, and assessment results.
9. Guide students in selecting and scheduling appropriate courses to meet their academic goals.
10. Serve as a communication link between teachers, parents, and students to resolve academic and behavioral concerns.
11. Counsel students on educational, career, and personal/social development.
12. Support students in accessing post-secondary opportunities, including college, vocational training, and career planning.
13. Refer students and families to appropriate community resources as needed.
14. Complete and submit statistical reports and documentation.
15. Performs other duties as assigned.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.*

### **Qualifications:**

Education:

Must hold any of the following qualifications

- Temporary School Counselor License (TSCL)
- Preliminary School Counselor License (PSCL)
- Michigan Teaching Certificate with the School Counselor (NT) endorsement
- School Counselor License (SCL)

Experience:

Previous school counseling experience preferred.

Skills:

Knowledge of career development, planning, and post-secondary opportunities. Must understand graduation requirements. Ability to work with at-risk students. Ability to connect and establish positive relationships with all students. Capable of analyzing and interpreting student standardized achievement, demographic, and performance data.

(Continued on the next page)

## Guidance Counselor

Page 3

### Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

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

### Special Job Considerations:

Certification: Required

Type of Certification: Valid Michigan School Counselor license

Bargaining Unit: United Teachers of Flint

Salary Schedule: Teacher Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 2/19/2026

TM: tvs

#### Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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**interesadas, favor de llamarnos al 760-1259**

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