



Hamtramck Public Schools

Human  
Resources  
Department

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

March 3, 2026

**PLEASE POST!**

Notice of Position Vacancy—2026-2027 school year.

## **COUNSELOR** **Horizon High School**

**Qualifications for the above position can be found on the attached pages.**

**All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at [www.hamtramckschools.org](http://www.hamtramckschools.org) or Wayne RESA website at <https://smart.resa.net>**

**Application Deadline:** Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

*It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.*

James Larson-Shidler  
Interim Superintendent of Schools

# Hamtramck Public Schools Counselor

## Horizon High School (page 2)

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### **QUALIFICATIONS:**

- Valid Secondary Michigan Certification *Preferred*
- Counseling Endorsement or License
- Counseling experience and/or professional development within the last five (5) years.
- The ability to relate positively to students, parents, community and staff.
- Have group counseling skills.
- Be an assertive student advocate.
- The ability to deal appropriately with confidential material.
- Computer literacy, record keeping skills.

### **DUTIES AND RESPONSIBILITIES:**

- Provide a comprehensive guidance and counseling program for all students.
- Provide services to promote the social and emotional development as well as the academic and career development of each student.
- Consults with teachers, parents and staff to enhance their effectiveness in helping students' educational, social, personal, and career development; provides appropriate support to the total school program.
- Maintains and respects confidentiality of student and school personnel information, while maintaining the safety and welfare of all students and staff members.
- Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare
- Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse
- Meets and instructs the student(s) in assigned locations and at designated times.
- Collects and interprets data about students to assist in program planning, occupational and/or educational placement to include the development of a Career Development Plan
- Provides individual counseling to students who refer themselves or are referred by parents, teachers, or administrators
- Provides small group counseling as needed for all grade levels on developmental or problem-centered issues.
- Counsels with students individually and in groups to assist in problem solving and decision-making of a personal, social, emotional, academic, educational, or vocational nature
- Provides for the student's orientation to the offerings of the school, its personnel, facilities, regulations, rules customs, traditions, courses, health, discipline, attendance, and guidance counseling.
- Collects, organizes, and disseminates career, educational, and parenting information to students, teachers and parents through the use of technology and other means.
- Consults with school staff and parents and refers students for specialized services.
- Participates in building PBIS committee and school improvement team.
- Administers and coordinates various tests.
- Facilitates the transition of students by providing for consistent articulation between schools and serving as a community liaison agent.
- Consults regularly with administrators, teachers, and parents regarding the needs of students.

# Hamtramck Public Schools Counselor

## Hamtramck High School (page 3)

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- Serves as a referral source to parents and students who need specialized services beyond those provided by the school.
- Assists with providing services for student conflicts.
- Works in conjunction with teachers and other staff to prepare students for transition from elementary to middle school, middle school to high school, and high school.
- Promotes effective public relations through communication with parents and community members about the counseling program and by offering opportunities for input and review of materials.
- Submits and/or reviews referrals to the school psychologist and health organizations, as request by the building administrator(s).
- Participates in sessions with teachers, and other personnel relative to individualizing instruction.
- Confers with parents, in group or individual sessions, concerning the total school program as it relates to the educational, career and technology education, and personal development of their children.
- Evaluates the following on a continuous basis:
  - The nature and scope of the guidance services as outlined above;
  - The functioning of guidance program as an integral part of the total educational program;
  - Establishes and maintains rapport with students;
  - Motivates students to achieve maximum potential;
  - Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation
  - Models professional, moral, and ethical standards as well as personal integrity in all interactions;
  - Complies with and supports school and division regulations and policies
  - Assumes responsibilities outside the classroom as they relate to school
- Maintains licensure at the state/and or national level; assumes responsibilities for professional growth and keeps materials, supplies, and skills up-to-date.
- Performs other duties as assigned.

### **OTHER:**

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

**SALARY:** Per the HFT Teacher Contract