



INTERNAL & EXTERNAL

EAST GRAND RAPIDS PUBLIC SCHOOLS
Kent County, Michigan

NOTICE OF VACANCY *2017-2018 School Year*

JOB TITLE: HIGH SCHOOL COUNSELOR

Position Reports To: High School Director of Guidance

QUALIFICATIONS:

- Required:
- Master's Degree in Counseling; must be able to meet Michigan certification (NT endorsement)
 - Broad and expanding knowledge and experience in the college counseling field including selective and highly selective college admissions
 - Ability to communicate and build effective and positive professional relationships with students, parents, and staff
- Desired:
- Desire to collaborate with a counseling team
 - Minimum 3-5 years' experience as a high school counselor
 - Commitment to a personal philosophy of continual personal and professional growth
 - Ability to manage numerous tasks and responsibilities simultaneously
 - Comprehensive knowledge of state and national assessments including MME, PSAT, SAT, ACT, and Advanced Placement
 - Knowledge and experience with state and national curriculum including Michigan Merit Curriculum, Advanced Placement, and International Baccalaureate programs
 - Experience working with college admissions representatives and the college admissions process
 - Familiarity with data management systems such as Naviance, Docufide, Parchment, and/or Skyward
 - An appreciation for diversity
 - Ability to work as a team member

Duties May Include:

- Academic, social, and emotional counseling of students
- Post-secondary career and college counseling
- Coordination of assessments
- Development of EDPs
- Coordination of Kent ISD programs (KCTC, Kent Innovation HS and MySchool@Kent), Testing Out, Online Programs, Dual Enrollment, or Summer School

SALARY: Per salary schedule

STARTING DATE: August 2017

DEADLINE: Until Filled

CONTACT: Please apply online: <http://www.applitrack.com/kent/onlineapp>.
Only electronic applications will be accepted