



Every child. Every opportunity. Every time.

**Middle School Counselor (1.0 FTE)  
KEA Salary Schedule**

**Our Mission:**

Nurture the dreams of all students and empower all students to contribute to a better world.

**Scope of Responsibilities**

To provide, implement, and coordinate all aspects of the comprehensive counseling and guidance program. Specifically, to provide all students with the opportunity through developmental activities, to gain the insight and self-awareness needed to make positive and healthy decisions in personal, social, educational, and career areas.

**Performance Responsibilities**

1. Implement and coordinate the four components of the comprehensive counseling and guidance program; a) guidance curriculum, b) individual planning, c) responsive services, and d) system support.
2. Provide individual, group, and peer counseling opportunities in the areas of self understanding and the decision-making process.
3. Work with at-risk students and other students who exhibit academic and emotional difficulties.
4. Provide individual and/or group processes to assist students in conflict resolutions and crises.
5. Establish an advocacy role on behalf of the student. Be visible in hallways and classrooms. Promote student recognition for achievement and awards.
6. Provide appropriate referrals to agencies, alternative programs and supportive services in order to assist students, families and staff.
7. Consult with teachers, staff, and parents regarding meeting the developmental needs of students. Meet regularly with core teams.
8. Evaluate and revise the comprehensive counseling and guidance program as needed.
9. Pursue professional growth.
10. Participate in programs designed to provide information concerning scholarships, Education for Employment (EFE), and other educational/career-related data to students and families.
11. Assist students, parents, and administrators in implementing an educational schedule of classes.
12. Monitor and interpret the educational record and education development plan of each student.
13. Assist students in processing applications for employment and programs for academic advancement.
14. Coordinate state testing.
15. Serve as a member of the student support team.
16. Complete reports as required by Federal, State, and school district.
17. Visit elementary schools to help transition 6th graders to middle school.

### **Minimum Qualifications**

1. Master's degree in school counseling.
2. State of Michigan counselor endorsement

### **Desirable Qualifications**

1. Successful experience working with a diverse population in an urban setting.
2. Licensed professional counselor in the State of Michigan.
3. Minimum of three (3) years of classroom teaching.
4. High standards of professional conduct and experience in previous activities.
5. Knowledge of word processing and computer scheduling.
6. Knowledge of first aid.
7. Evidence of ability to work successfully with students, staff, families, and community resources.
8. Minimum three years of successful experience working with children and families in an urban educational setting and/or diverse/multi-cultural setting.

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