



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Secondary School Counselor – (FTE 1.0)

Location: Mott High School

Minimum Qualifications:

- School Counselor License
- Master's Degree in Counseling or enrolled in university program
- Valid Michigan Teaching Certificate desired with School Counselor (NT) endorsement, or eligible for permit through Michigan Department of Education

Essential Functions:

- Providing responsive services to meet the needs of students, including individual, group, and crisis-response counseling
- Providing resources to students to engage in career exploration opportunities
- Assist students in the development of social emotional skills and appropriate communication
- Respond to school crises and emergency situations
- Consulting with individual students/parents to discuss academic gaps and research potential supports or interventions
- Monitoring students overall academic performance and collaborating with staff members to develop necessary academic supports for students
- Demonstrating a commitment to continuous learning and professional growth
- Accurately and appropriately interpret and utilize student data to implement support as needed
- Analyze data to identify student issues, needs, and challenges
- Ability to work effectively and collaboratively with students, parents, and staff
- Strong communication, technology, and organizational skills
- Act as a systems change agent to improve equity and access, achievement, and opportunities for all students
- Perform other duties as assigned

Reports To: Building Principal

Workday/Week: Monday – Friday

Starting Date: ASAP

Compensation: Per WEA Master Agreement

Posting Date: September 28, 2025

Posting Deadline: Until filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon "Employment" and next, "Job Postings Directory". Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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