

**PLEASE POST**  
Until Filled

**NOTICE OF VACANCY**  
**TAYLOR SCHOOL DISTRICT**  
**PERSONNEL MEMORANDUM**

**INTERNAL & EXTERNAL**

**POSITION:**

Middle School Counselor

**MINIMUM QUALIFICATIONS:**

Must have one (1) of the following:

- Michigan teaching certificate with an NT endorsement
- Preliminary Employment Authorization for School Guidance Counselor
- School Counselor License
- Temporary School Counselor Authorization

**PRIMARY FUNCTIONS:**

Guidance and counseling is an integral part of each school's total educational program. It is developmental and outcome based and includes sequential activities organized and implemented by professional personnel who meet one of the above qualifications.

As a member of the guidance department staff, a counselor is to provide a comprehensive guidance and counseling program for students. The counselor provides activities to address the needs of the students, consults with teachers, staff, and parents to enhance their effectiveness in helping students, and provides support to other high school educational programs.

**MAJOR JOB RESPONSIBILITIES:**

1. Implement the guidance curriculum.
2. Guide students in developing a plan and assist them in evaluating their current status and requirements needed for graduation; assist students in developing and taking appropriate steps toward implementing their post high school educational or career plans; conduct pre-registration of students; interpret test results to groups and individual students for use in education and career planning.
3. Conduct counseling sessions to meet identified needs of individuals or groups of students. Session topics may include self concept, academic problems, attendance and behavior problems, peer problems, family issues, child abuse, substance abuse, suicide, grief and sexuality issues.
4. Conduct and facilitate conferences with teachers, students and parents; assist families with school related problems.
5. Refer students as needed to appropriate community agencies in consultation with their parents: Consult and coordinate within district and community agencies, such as school psychologists, nurses, and administrators and community-based psychologists, service agencies and physicians.
6. Coordinate, conduct or participate in activities which contribute to the effective operations of the school: Interpret group test results to faculty and staff, establish effective liaisons with the various instructional departments; act as an advocate for groups or individual students as appropriate in conjunction with special needs in appropriate programs such as gifted educational and special education; and participate with the administration and faculty as a team member in the implementation of the district assessment program.
7. Pursue professional growth: Attend state and local staff development programs; join professional associations (MSCA, MVA, AACD, MACD, AVA, etc.); read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post graduate courses.
8. Other duties as assigned by the building administrator which benefit students and enhances and clarifies the counselor objectives and philosophies.

**BASE RATE OF PAY:**

Per TFT Contract [\$44,764.00 - \$89,364.00] years of experience will be taken into consideration.

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

**All materials received relative to this posting become property of the Taylor School District.**

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED**

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

**NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.