



ALLEN PARK PUBLIC SCHOOLS

Riley Education Center ▪ 9601 Vine, Allen Park, MI 48101

...an uncompromising commitment to excellence

SCHOOL COUNSELOR ALLEN PARK HIGH SCHOOL

Application Deadline: May 21, 2025 – 4:00 p.m.

QUALIFICATIONS:

- Valid Michigan Teaching Certificate. NT Endorsement required. School Counselor License (SCL) issued by the MDE will be considered.
- Awareness of the physical, social, emotional and mental development of high school learners
- Proficient and knowledgeable in ***The Michigan Comprehensive Guidance and Counseling Program***
- Ability to work effectively and collaboratively with students, parents and staff
- Strong communication and organizational skills
- Knowledge of data and how it is used to inform instructional services

RESPONSIBILITIES:

- Plan, prepare and implement the counseling model at Allen Park High School
- Assist students with scheduling and planning to meet HS graduation requirements
- Assist students with scheduling and planning in preparation of post-HS educational and work opportunities
- Honor and carry out district initiatives
- Participate in professional development opportunities and demonstrates a commitment to continuous learning
- Contributing member to a professional learning community
- Communicate student progress and development with parents and staff
- Provide a flexible, stable and pleasant learning environment that is child-centered
- Work with other special services staff members to support implementation of student's IEP
- Work with administration with the creation/implementation of 504 Plans
- Maintain full compliance with legal requirements and documentation
- Any other duties assigned by the Principal

SALARY/BENEFITS:

- Competitive salary per master contract
- Full FTE / Excellent medical, dental, vision plan
- Beginning date – August, 2025

METHOD OF APPLICATION:

- Applicants must apply via Applitrack at: [High School Counselor](#)

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, it is the policy of the Allen Park Public School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to: Dr. Mathew Sokol, Director of Special Education, Allen Park Public Schools, 9601 Vine, Allen Park, Michigan 48101. Inquiries related to Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, should be directed to: Dr. Mathew Sokol, Director of Special Education, Allen Park Public Schools, 9601 Vine, Allen Park, Michigan 48101.