

Great Futures Coach

LOCATION: [John Glenn High School/Wayne Memorial High School/WW Innovative Academy](#)

REPORTS TO: Building Administrator

COMPENSATION: \$50,000 (31a grant funded)

BENEFITS: Medical, Vision & Dental Insurance - Single coverage
Michigan Public School Retirement Plan

POSTING DATES: November 19, 2025 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

- Interact with students and parents and provide both groups resources and information about postsecondary education, college, and career.
- Work with students to complete college applications, essays and other admission documents
- Coordinate Operation Opportunity with Michigan Medicine and students attending the program
- Assisting students with interpreting information they receive from colleges and providing them with information and resources to make the best educational and financial decision.
- Sharing scholarship resources and providing support to students on how to find and apply for scholarships.
- Coordinating school visits by different entities.
- Working with MCAN reps to organize various events during the year.
- Constructing College Fairs, and other events during the year for students and families.
- Bringing guest speakers into the College & Career Centers to discuss different facts of CCR.
- Support Counseling Department Chairs to be sure students complete their EDPs (Xello).
- Lead College Month events (i.e. college applications, scholarship applications, FAFSA, etc)
- Organize and coordinate CCR field trips to support student EDPs
- Organize annual MUST RoadShow for district staff
- Regular and predictable attendance
- Other duties as assigned by building principal.

EVENTS:

- College and trade rep visits
- Coordinating with college representatives from Michigan public and private college and universities to set up informational presentations for students (juniors and seniors)
- FAFSA Night events for parents and seniors with a presentation about FAFSA and open forum for questions and support.
- Organizing college campus tours and skilled trades visits.
- Other events TBD.

DATA and RESOURCES:

- Creating presentations, resources, informational guides, videos, and tutorials for:
- Applying to college or for skilled trades opportunities
- Creating an FSA ID/Starting FAFSA application
- Navigating scholarship websites
- Applying for jobs and doing a career search using Workforce RESA, Indeed, and MIJo

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited university preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to communicate positively with students, staff, administrators, parents and community
- Ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs.
- Demonstrated ability to communicate orally and in writing with clarity and conciseness

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move about the school building and the school grounds. The person in this position frequently interacts with students and must be able to distinguish between what is appropriate and what is inappropriate activity and act accordingly. This employee must be able to engage in the physical management of students in order to maintain a safe environment for students and others. This person will be working both indoors and outdoors in all weather conditions, and must be physically able to patrol the buildings and grounds.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

Salary: \$50,000 annually. This Special Projects position is grant funded and includes Special Projects fringe benefits including medical, dental, and life/AD&D insurance. The work week will be Monday through Friday, 7.5 hours per day. This is a 37 week position based on school year. This position will be split between John Glenn High School (2 days/week), Wayne Memorial High School (2 days/week) and Wayne Westland Innovative Academy (1 day/week).

SELECTION PROCESS:

Personnel selection, placement and notification will be based on student registrations

APPLICATION PROCEDURE:

Apply online at <https://www.wwcsd.net/> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and to not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.