

1.0 Counselor – 26/27 SY (Internal Posting)

- LOCATION:** [John Glenn High School](#)
- REPORTS TO:** Building Administrator
- COMPENSATION:** Range starts at \$55,532 based on [W-WEA Collective Agreement](#)
- BENEFITS:** Medical, Vision & Dental Insurance
Michigan Public School Retirement Plan
Sick Day Buy Back Incentive
- POSTING DATES:** May 8, 2026 – May 14, 2026 by 3:00 P.M.

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*

- Keep accurate documentation
- Coordinate testing and student assessments
- Advise students on selection of courses
- Procure follow-up data on individual students
- Confer with parents, teachers, administration and other counselors as needed
- Use technology
- Use MiStar to keep accurate student records and enter student course selections
- Track student attendance, academic progress, and career path.
- Register new students
- Do regular credit checks/audits for students
- Advise and counsel students
- Knowledge of Michigan Merit Curriculum and state/national/local assessments
- Take an active role in District and school initiatives such as the school improvement team, professional learning communities, PBS, curriculum committee, etc.
- Participate in special instructional activities to meet program and student goals
- Maintain confidentiality

- Assist in developing the Master Schedule for the building
- Participate in counselor attended events. For example: High school visit, open house, etc.
- Perform duties as assigned by building administrator
- Regular and predictable attendance

EDUCATION AND EXPERIENCE:

- Must meet the definition of Highly Qualified
- Must possess a valid Michigan Department of Education Teaching Certificate or State of Michigan License with a Counseling (NT) endorsement

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software
- Ability to adapt to a flexible work schedule

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 constantly required to remain in a stationary position. The employee will occasionally move around a classroom delivering information and will occasionally move about the building to work with other colleagues. Frequently operates a computer and other technology. The person in this position constantly communicates with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job*

The noise level in the work environment is usually low to moderate. The employee is frequently required to interact with students, staff and the public. The employee is directly responsible for the safety and well-being of students.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

Compensation, length of the work day and number of work days is based on the W-WEA collective bargaining agreement.

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 do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.