

Fairview Area Schools  
Fairview, Michigan

# **JOB POSTING**

## **Certified High School Guidance Counselor**

This position would entail working with secondary school children in the Fairview Area Schools. The guidance counselor will be responsible for providing and managing academic and career development, assessment, guidance, and behavior intervention, along with post-secondary planning and successful placement. The position requires working closely with administration, staff, students, and parents.

### **Qualifications:**

- A. Master's Degree in School Counseling required
- B. Appropriate State of Michigan licensing requirements
- C. Proficient in state testing regulations
- D. Able to document and evaluate student achievement data
- E. Professional in personal conduct and action
- F. Excellent communication skills

### **Duties:**

- A. Provide a full array of academic and career counseling services to students
- B. Develop student interventions and guidance programs
- C. Plan, monitor and direct the 4-year process to student graduation (Michigan Merit Curriculum)
- D. Interpret and communicate group and individual standardized tests to students, staff and families
- E. Coordinate and participate in orientations, graduation, awards nights and other school functions
- F. Coordinate and promote dual-enrolled programs, Career Tech, and Early College opportunities
- G. Develop and maintain high school schedules, grades, and transcripts
- H. Maintain appropriate, confidential records and provide timely reports
- I. Perform other duties as assigned by administrator

### **Desirable Characteristics:**

- A. Experience as a secondary school counselor preferred
- B. Experience with Early College and Career Tech preferred

**Position will remain posted until filled.**

**\*District is currently offering a \$5,500 signing bonus for two-year commitment.**

Send letter of interest, resume, copies of licenses and certifications,  
and three (3) letters of recommendation that support the position to:

Mr. Bill Lake, Superintendent  
Fairview Area Schools  
1879 E. Miller Road  
Fairview, MI 48621  
blake@fask12.org

#### **STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Fairview Area Schools that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

#### **NEED TO ESTABLISH RIGHT TO WORK**

In accordance with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States.

#### **CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review. No person having a felony conviction shall be hired.