

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

**Application deadline Friday, May 10, 2024.**

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

Sarah Taylor, Superintendent  
Fairview Area Schools  
1879 E. Miller Road  
Fairview, MI 48621  
[staylor@fairview.k12.mi.us](mailto:staylor@fairview.k12.mi.us)