

TITLE: K-12 School Guidance Counselor

DATE: JUNE 10, 2005

DEPARTMENT: Hannahville Indian School

DATE REVISED:

POSITION SUMMARY: This full time 12 month position provides assistance and guidance in educational programming to students for career planning and exploration, self-development and career/technical development

SUPERVISION RECEIVED: School Principal or his/her designee

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Attend all appropriate staff meetings, professional in-services, etc. deemed necessary. Facilitate the four program components: Guidance curriculum (K-12); individual planning; responsive services; and systems support per the Michigan Comprehensive Guidance and Counseling Program.

Counsels all transfers, withdrawals and student records of regular ed students and counsels students involved in these moves.

Monitor and maintain regular education student's permanent and cumulative CA-60 files and interpret those files to authorized persons when necessary.

Handle regular education student scheduling responsibilities and update graduation audits, (9-12) providing related assistance to parents and staff as needed.

Facilitates the preparation and mailing of midterm progress reports, and quarterly reports cards.

Schedule and administer achievement, aptitude, and vocational interest instruments and interpret test results to parents, students and staff.

Plan, facilitate, and schedule field trips relating to post-secondary placement, career exploration, and vocational placement (job shadowing experiences, campus tours, recruitment fairs etc.)

Schedule visits and presentations by post secondary representatives, recruiters, etc.

Consult as needed, and assist with, Tribal Truancy Family Support Specialist

Assist school social worker in referring student to appropriate internal and external agencies and resources relative to chemical use and abuse, suicide, and protective behaviors.

Assist school social worker in counseling students on an individual basis, or small groups, in the solution of personal problems and interpersonal conflicts related to home, school and family, including the emotional, personal, academic and behavioral difficulties which interfere with educational or personal development and make referrals for professional services when necessary and appropriate.

Present lessons and appropriate curriculum relevant to the three content areas of: career planning and exploration; knowledge of self and other; and education/career-technical development) for K-3 enrichment period, per the Michigan Comprehensive Guidance and Counseling Program.

Provide direction and assistance to students in educational programming and academic progress.

Plan and coordinate yearly activities to include the following:

Financial Aid Programs

Scholarship Applications

Assist in Graduation and Related Senior Activities

Field Trips to Local Career Fairs

PERIPHERAL DUTIES: Other duties as assigned or as deemed necessary

REQUIRED QUALIFICATIONS:

Education: Bachelor's Degree, valid Michigan certification K-12 Guidance Counselor, valid Michigan drivers' license

Experience: Must have at least 3 years (nonspecific teaching experience

Knowledge: Must have knowledge of Michigan Comprehensive Guidance and Counseling Program, Michigan colleges, universities, and technical programs, financial aid programs, etc.

Skills and abilities: Must be able to recognized, accept and properly access channels of authority and supervision; must be able to work in a properly collegial and professional relationship with co-workers; must have strong organizational and planning skills, must have effective verbal and written communication skills.

TOOLS AND EQUIPMENT USED: Telephone, personal computer, copy machine, FAX machine, scanner, digital camera, and InFocus Projector.

PHYSICAL DEMANDS: Prospective employee must be physically and mentally comparable to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics here are representative of those an employee encounters while performing the essential functions. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, rating of education and experience; oral interview and reference check. State and federal background check to comply with P.L. 99-570 "Indian Alcohol and Substance Abuse Prevention and Treatment Act and P.L. 101-647 "Crime Control, Child Care Worker-Employee Background Checks of 1990.

Employment selection made in accordance with the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title IV Chapter 3.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the positions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and as requirements of a job change.

Signature _____ Date _____
(Employee)

Signature _____ Date _____
(Supervisor)