



626 Phillips
Clawson, MI 48017
248.655.4400
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VACANCY INTERNAL/EXTERNAL POSTING

POSTING DATE: June 11, 2024

POSITION: **.5 GUIDANCE COUNSELOR**
Clawson High School

QUALIFICATIONS:

- Hold Master's degree in Guidance and Counseling from accredited institution with (NT) K-12 endorsement or other eligible certification
- Demonstrate the ability and desire to communicate positively with students, teachers, administration, and families
- Experience in Restorative Practices preferred
- Demonstrated ability to problem solve with staff, students, and families concerning a variety of personal, social, emotional and educational issues

RESPONSIBILITIES:

- Ensuring academic success of student and providing academic support services
- Ensuring that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation
- Guiding each student to choose courses consistent with his/her interests, abilities, and career plans
- Making necessary schedule changes for individual students that are both appropriate for their abilities and aligned with their educational and career plans
- Helping students develop post-secondary educational plans in accordance with their interests, abilities, and career plans
- Assisting students with the completion of college admissions applications
- Acting as high school standardized testing coordinator by organizing and promoting standardized assessment opportunities and interpreting test results to students and/or parents when requested
- Assisting the principal in the preparation of diploma lists and identification of honor graduates in preparation for the Senior Honors Program and Graduation
- Assuring that appropriate, accurate information is maintained in each student's permanent, cumulative record
- Providing students with social/emotional support and development e.g. community mental health referrals, crisis intervention, etc.

- Establishing relationships with students and families
- Facilitating support groups when appropriate and necessary
- Consulting with and serving as a resource for students, staff, and parents regarding developmental needs of students
- Maintaining 504 plans
- Actively participating in Special Education meetings
- Performing other duties as may be assigned

STARTING DATE: August 27, 2024

SALARY: Appropriate placement on Clawson Education Association teacher salary schedule

INTERNAL Candidates: Qualified INTERNAL applicants, please submit a formal letter of interest via Linda.Gould@clawsonschools.org
INTERNAL Deadline: June 18, 2024

EXTERNAL CANDIDATE APPLICATION PROCEDURE: ▶▶▶

***Please apply through Oakland Human Resources Consortium:**
<https://www.oakland.k12.mi.us/careers>

*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL APPLICATION DEADLINE: Until filled

Clawson Public Schools is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems.

The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.