



JOB POSTING

Job Description

Title: High School Guidance Counselor

Reports to: Principal

General Description:

The primary function of the school guidance counselor is to provide a comprehensive competency-based counseling program focused on the learning, personal, social and career/vocational needs of all students.

Primary responsibilities (abbreviated listing):

- Schedule students in appropriate classes.
- Advise students regarding the accuracy and completeness of records and credits and perform periodic credit checks from grades nine through 12 with an emphasis on the senior year.
- Consult with students, parents, and staff to assist students with academic/career planning.
- Assist students with scholarship, college entrance, and financial aid applications.
- Direct students to provide them with sources of vocational/technical, career, college, military information and work.
- Conduct counseling sessions in systematic response to identified needs of individuals or groups of students.
- Facilitate outreach efforts to provide services to students, parents/guardians, and staff.
- Coordinate the testing program at the high school and compile and disseminate test results to appropriate personnel, students and parents/guardians.
- Advocate on behalf of the students and/or their family.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Covenant House Academies' serves
- Knowledge of accepted an effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware

- Ability to manage caseload and develop an effective schedule which allows for direct service to students and families, collaboration with staff, parent/community services and program management.

Qualifications

- Master's degree in Guidance and/or School Counseling
- Valid Michigan School Counselor Certificate/License
- Minimum of three years of experience working with at-risk youth
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation

TO APPLY:

SUBMIT LETTER OF INTEREST ALONG WITH CURRENT RESUME BY FAX OR EMAIL TO: TALESHA HAWKINS at (313) 558-9023, EMAIL thawkins@chayvs.org.

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