

# MONTROSE COMMUNITY SCHOOLS



INTERNAL/EXTERNAL JOB POSTING

October 21, 2021

## PreK-3 Elementary School Counselor

AT CARTER ELEMENTARY SCHOOL

WITH IMMEDIATE START

### REQUIRED CERTIFICATION:

- Valid Michigan School Counselor Certificate.

### DESIRED QUALIFICATIONS:

- Master's Degree in School Counseling.
- History of professional growth.
- Experience in conducting one-on-one and group counseling sessions along with student groups such as "Peer Assisted Leaders".
- Knowledge and technological ability to maintain web based communication with community.

### DUTIES AND SKILLS

- Conduct classroom guidance lessons/activities.
- Ability to access school and community resources and make referrals when appropriate.
- Demonstrated ability to work collaboratively with teachers and families.
- Ability to develop and provide parent/staff education.
- Interpret group and individual standardized tests to students, staff and families and provide academic advisement.
- Provide crisis intervention.
- Promotes a professional image of the school district and encourages community partnerships that enhance district programs.
- Supports an inclusive educational environment. Provides opportunities for all students to participate.
- Collaborates with District stakeholders to improve instructional programs for student success.
- Promotes the proper use, care, and security of school property and spaces.
- Takes all reasonable precautions to ensure safety. Provides appropriate student supervision.
- Keeps teacher certification current through local, state and national professional development opportunities.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Balancing, bending, crouching, kneeling, reaching, and standing. Lifts, carries, and moving work-related supplies/equipment.
- Travels to meeting and work assignments.
- Regular in-person attendance.

### WORK SCHEDULE AND COMPENSATION:

According to the terms of the Master Agreement

**DEADLINE FOR APPLICATION: November 5, 2021**

Interested candidates should visit [www.AppliTrack.com/gcaps/onlineapp](http://www.AppliTrack.com/gcaps/onlineapp) and complete the application, including resume and copy of credentials with letters of interest addressed to:

**Carter Elementary School  
Cassandra Jackson, Principal/Curriculum Director**

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10-21-2021

Montrose Community Schools does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category in its programs and activities, including employment opportunities.

Any person who believes that s/he has been discriminated against should immediately contact the School District's Compliance Officer listed below

**Ms. Rhonda Barber, Middle School Principal  
303 Ray Street  
Montrose, MI 48457**