



*Posting/Employment Opportunity
December 6, 2024*

Elementary School Counselor *2024-2025 School Year*

Qualification Requirements

- Must be highly qualified
- Master's Degree in Guidance and Counseling, preferred
- Teaching certificate, preferred

Essential Duties and Responsibilities

- Work with students who have discipline, attendance and academic problems and are referred by teachers, parents or administrators
- Assure that appropriate, accurate information is maintained in each student's permanent, cumulative record
- Refer students and parents/guardians to appropriate school and community resources
- Consult with parents, teachers, and other appropriate staff regarding the child's program and any adaptations / materials needed to facilitate improved performance in the classroom or at home
- Provide services to children and parents that emphasize improved educational performance and conduct
- Participate in planning and implementing prevention programs to address the social and affective needs of students
- Design appropriate research-based academic and behavioral interventions for students with disabilities
- Provide direct services through a variety of methods (e.g. classroom presentations, and in-services to staff/parents) as needed
- Regularly meet with teachers and parents to discuss student goals and progress and discuss additional interventions
- Other duties as assigned by the administration
- To consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 - Identification and referral of students for Child Study Meetings;
 - Creation and oversight of Section 504 plans;
 - Active participation in Special Education meetings;
 - Conference with individual students who have experienced a death in the family or serious illness and notification of their teachers;
 - Work with teachers to better help them understand students with physical or emotional challenges

Essential Duties and Responsibilities	<p><i>Expectations</i></p> <ul style="list-style-type: none"> • Ability to perform complex and technical tasks • Ability to function in a fast-paced environment • Knowledge of current theories of curriculum, instruction and assessment • Knowledge of educational testing instruments, methods, and procedures • Regular and reliable attendance 			
Salary and Benefits	<ul style="list-style-type: none"> • Salary is determined by the master agreement and commensurate with experience <p>Kalkaska Public Schools values its employees, and in an effort to attract and keep talented staff members, the District can offer up to twelve (12) steps based on a candidate's experience</p>			
Deadline	3:00 p.m. on December 12, 2024 or until filled			
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" data-bbox="367 653 1536 814"> <tr> <td data-bbox="367 653 1000 814" style="text-align: center;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td data-bbox="1000 653 1536 814" style="text-align: center;"> Or electronically as ONE PDF document to: jobs@kpschools.com </td> </tr> </table>		Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com			
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rick@kpschools.com.			
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>				