



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*July 22, 2025*

*School Counselor - KHS*

*2025-2026 SY*

## **Qualification Requirements**

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

## **Duties and Responsibilities**

To guide and counsel individuals and groups of students through the development of educational and career plans, which may include:

- Meeting with students whose names appear on the low grade list for each marking period and, if appropriate, formulating a plan of action for success involving the student and the parent;
- Planning and/or promoting programs which enhance the academic, social or emotional growth of students, e.g., Underclass Honors Assembly & Senior Honors Program, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
- Meeting with seniors once each semester and mailing updates on their graduation status to their parents;
- Working with students who have discipline, attendance and academic problems and are referred by teachers, parents or administrators;
- Guiding each student to choose courses consistent with his/her interests, abilities and career plans;
- Assisting students with the completion of college admissions applications;
- Organizing and promoting standardized assessment opportunities and interpreting test results to students and/or parents on request;
- 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; and
- Ability to use and understand PowerSchool to make necessary schedule changes for individual students that are both appropriate for their abilities and aligned with their educational and career plans.
- To refer students and parents/guardians to appropriate school and community resources;
- To assist in the development of a District Assessment Program and the interpretation of testing and assessment results related to career guidance; and
- To continue personal professional growth and development.
- School to Work (Work Based Learning) Experience and Coordination preferred.
- 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:

- 1. Identification and referral of students for Child Study Meetings;



- 2. Creation and oversight of Section 504 plans;
- 3. Active participation in Special Education meetings
- 4. Conference with individual students who have experienced a death in the family or serious illness and notification of their teachers.
- 5. Work with teachers to better help them understand students with physical or emotional challenges.
- 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.
- Provides 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.
- 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.
- Meets with teachers and parents to discuss student goals, progress, and discuss additional interventions.
- Regular and reliable attendance.

*This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

### **Compensation**

Determined by the KEA contract.

### **Deadline**

3 p.m. on July 28, 2025 or until filled.

### **Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).

Please direct questions to Rick Heitmeyer at e-mail [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com). Visit our website at [www.kpschools.com](http://www.kpschools.com) for additional information about Kalkaska Public Schools.

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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