

**FOREST AREA MIDDLE/HIGH SCHOOL  
GUIDANCE COUNSELOR  
FOREST AREA COMMUNITY SCHOOLS**

**PHILOSOPHY:**

To provide comprehensive supports and an academic advising program designed to address the mental, educational, and occupational needs of all students.

**QUALIFICATIONS:**

Must possess a school counselor license or equivalent.

**RESPONSIBILITIES:**

The following identify duties of the academic advisor:

- To guide and advise individuals and groups of students through the development of educational and career plans, which may include:
  1. 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;
  2. Planning and/or promoting programs which enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
  3. Meeting with seniors and communicating updates on their graduation status to their parents;
  4. Working with students who have discipline, attendance and academic problems and are referred by teachers, parents or administrators;
  5. Insuring that students are aware of requirements for graduation and college admission;
  6. Guiding each student to choose courses consistent with his/her interests, abilities and career plans;
  7. Helping students develop post-secondary educational plans in accordance with their interests, abilities and career plans;
  8. Assisting students with the completion of college admissions applications;
  9. Organizing and promoting standardized assessment opportunities and interpreting test results to students and/or parents on request;
  10. Assisting the principal in the preparation of diploma lists and identification of honor graduates in preparation for Graduation;
  11. Assuring that appropriate, accurate information is maintained in each student's permanent, cumulative record; and
  12. Making necessary schedule changes for individual students that are both appropriate for their abilities and aligned with their educational and career plans.

- To facilitate small groups for individual students with identified, common needs
- To refer students and parents/guardians to appropriate school and community resources;
- To participate in, coordinate, conduct activities which contribute to the effective implementation of the high school component of the K-12 guidance curriculum;
- To evaluate and revise the building guidance and counseling program;
- To oversee the development of a District Assessment Program, scheduling, and the interpretation of testing and assessment results related to career guidance; and
- To continue personal professional growth and development.

**COMPENSATION:**

Based on experience and negotiated with the Forest Area Community Schools' Board of Education

**TO APPLY:**

Send letter of interest and resume to Mike Moran, Superintendent, Forest Area Community Schools, 7741 Shippy Rd, Fife Lake, MI 49633 or [mmoran@forestarea.org](mailto:mmoran@forestarea.org)

**DEADLINE:**

May 1 or until filled