



JOB TITLE: Benzie Central Elementary School Counselor
Betsie Valley Elementary, Homestead Hills Elementary, Lake Ann Elementary

REPORTS TO: Building Principal(s)

GENERAL RESPONSIBILITIES: Under the direction of the building principal(s) plans and provides for appropriate services for students across 3 buildings. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and community. Develop, select and modify guidance lessons and materials to meet the needs of all students.

- *193 Work Days*
- *Salary to be determined by the Teacher Master Agreement*

CERTIFICATIONS

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,400 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary and Homestead Hills Elementary consisting of programs serving 3 and 4 year olds in partnership with GSRP and Head Start. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative high school.

DUTIES AND RESPONSIBILITIES –ESSENTIAL TASKS FOR EACH GRADE LEVEL

- Provide services to students by counseling students individually and in small groups.
- Conduct classroom guidance activities.
- Collaborate with teachers on students of concern.
- Review school data frequently to ensure that the school counseling program is meeting the academic, career and personal/social development of all students.
- Encourage teacher/parent communication and community involvement.
- Assist students in conflict resolution.
- Manage crises.
- Assist in the identification of students with special needs.
- Refer students to intervention/remediation programs, as well as, academic and alternative programs to ensure academic success and personal well-being.
- Interpret student records.
- Initiate student programs.
- Refer students to appropriate school personnel and community agencies.



- Lead in Child Study and 504 meetings.
- Participate in parent/teacher conferences.
- Serve as a resource for school personnel and parents.
- Maintain a variety of files/records of student services.
- Follow required procedures and practices.
- Participate in professional development activities.
- Perform extra duties as assigned.

COMPETENCIES & ADDITIONAL QUALIFICATIONS:

- The ability to prioritize student obstacles and barriers that can stand in the way of necessary change and academic learning
- The strong desire to achieve outstanding results in a short amount of time
- The strong desire and ability to build meaningful, caring relationships with students
- The skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students are addressed
- The ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning
- The capacity to rigorously create and sustain a well-orchestrated system of ongoing data collection and analysis to inform a continuously responsive and adaptive system of tiered support that is attentive to students' specific social and emotional needs

REQUIRED PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree or higher in Education
- Valid Michigan Teaching Certificate

Interested applicants should submit an application online and attach materials including a resume and cover letter at [Northwest Education Services - TalentEd Hire \(tedk12.com\)](https://tedk12.com)