

## WAVERLY COMMUNITY SCHOOLS

### Position Announcement

Job Title:	Guidance Counselor		
Location:	Waverly Middle School	Start Date:	August 2025
Salary Range/ Level:	\$47,525 - \$88,387 - As per the salary schedule contained in the WEA Master Agreement	Terms of Employment	School Year
Date Posted:	July 10, 2025	Application Deadline:	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b> . (See application instructions at <a href="#">Guidance Counselor MS 2025-26</a> )  Resume and cover letter may be: <ul style="list-style-type: none"><li>• Attached within the online application (preferred)</li><li>• Faxed: (517) 321-8577</li><li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li></ul>		
Job Description			
<b><u>SUMMARY OF POSITION:</u></b> As a member of the instructional team, the counselor provides a comprehensive guidance program for students in grades 9-12. The counselor also provides activities to meet the needs of the students, consults with teachers, staff, parents and post-secondary institutions to enhance their effectiveness in helping students become college and/or career ready.  <b><u>ESSENTIAL JOB FUNCTIONS</u></b> - <i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i>  <b><u>JOB FUNCTIONS:</u></b> <ul style="list-style-type: none"><li>• Implement the Michigan Comprehensive Guidance and Counseling Program</li><li>• Guide and counsel groups and individual students through the development of educational development plans</li><li>• Counsel small groups and individual students concerning relevant and current issues</li><li>• Consult with teaching faculty, staff and parents regarding the developmental needs of students</li></ul>			

- Refer students as needed to appropriate community resources in consultation with their parents
- Participate in, coordinate, or conduct activities which contribute to the effective operation of the school
- Evaluate and revise the building monthly guidance audits as needed with principal's approval
- Assist in the transition of students from elementary to middle school, middle school to high school, and high school to post-secondary education or vocational education
- Pursue professional growth
- Collect required data on students being served
- Work with teachers, the Dean of Accountability, and other support groups for students as needed
- Collects, organizes, and analyzes information about individual students through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, personality characteristics, to assist those students and their parents with vocational and educational planning
- Assist students and families with the high school course selection process according to state requirements and scheduling students into courses
- Assist with the building of the school's master schedule
- Other responsibilities as assigned

#### **REQUIRED QUALIFICATIONS:**

- Master's Degree in school counseling is required
- Current or valid Michigan Counseling License is required
- Professional experience at the secondary level is preferred
- Demonstrated understanding of district and state graduation requirements
- Demonstrated understanding of the ASCA school model
- Demonstrated ability to work with students/parents in a large urban district
- Demonstrated respect for confidentiality
- Demonstrated excellent computer skills
- Demonstrated excellent communication skills
- Knowledge and understanding of facilitating small or large guidance groups
- Demonstrated ability to work as a member of the team
- Demonstrated ability to problem solve

#### **ADA REQUIREMENTS:**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to

40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being and work output of students.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

**Notice of Non-discrimination**

***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***