

**SOUTH LYON COMMUNITY SCHOOLS  
SOUTH LYON EAST HIGH SCHOOL COUNSELOR JOB DESCRIPTION**

PHILOSOPHY: To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students.

QUALIFICATIONS: Master's Degree in Guidance & Counseling with School Counseling Endorsement on a Valid Michigan Teaching Certificate

RESPONSIBILITIES: The following are included in the K-12 Comprehensive Guidance Program

- To implement the high school curriculum of the "South Lyon Schools' K-12 Comprehensive Guidance Program;"
- To guide and counsel 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, Underclass Honors Assembly & Senior Honors Program, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
  3. Meeting with seniors once each semester and mailing 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, as well as any NCAA requirements that may be necessary for athletic participation;
  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 the Senior Honors Program and 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 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.
- 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 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.
- Other duties as assigned by the administration
- Manage AP Program