



OFFICE OF HUMAN RESOURCES –VACANCY ANNOUNCEMENT

Position: School Guidance Counselor

Compensation: \$49,000 to \$55,000

Length: 224 days

Location: Any Location (Detroit, Howell, Ortonville, Sandusky or Saginaw)

Who we are: We are a publicly funded Cyber Charter School. We have drop in labs for students in several locations across Michigan.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: The School Guidance Counselor utilizes leadership, advocacy and collaboration to promote students success, provide preventative services and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career and personal/social development for all students. The counselor will consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.

Qualifications:

- Michigan Teacher Certificate with a Guidance Counselor Endorsement (NT) or a School Guidance Counselor License issued by the Michigan Department of Education (MDE)
- Masters Degree is required.
- Meet Highly Qualified standard under ESSA.
- Experience in a school setting.
- Experience in facilitating the IEP process.
- Must develop genuine and positive relationships with students.
- Experience with integrating technology into the learning process.
- Ability to maximize technology for effective communication with students, staff, and parents.
- Ability to handle multiple tasks as once in an effective manner.
- Works well with a team.
- Very strong customer service skills.
- Maintain a positive "can do" attitude.
- Be a strong communicator.
- Face challenges with the focus on creating a better educational model for our students.
- Computer Knowledge.
- Technological skills (Chrome, Google, and etc.). Must be able to adapt to new technology rapidly.

Essential Duties:

- Provide High Quality support that aligns with the District's educational vision and mission.
- Conduct individual and group counseling sessions to students with identified concerns and needs.
- Coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.
- Provide responsive services designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small group settings or crisis response.
- Provide indirect services on behalf of students as a result of the school counselors' interactions with other including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.
- Implement an effective referral and follow up process.
- Identify cases involving domestic abuse or other family problems affecting students' development.
- Research and provide special services programs and classes to students and parents, i.e. alcohol and drug prevention, anti-bullying, parenting in a digital world, and etc.
- Provide assistance with conflict resolution and crisis intervention to students when difficult situations occur.



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- Maintain accurate confidential records.
- Provide information, referral, and follow-up for parents and students to appropriate community agencies and resources.
- Must be able to travel to lab sites.
- Communicate with school administrators, and parents using email, text messaging, and phone.
- Ability to work with students virtually via: Gotomeeting meetings, Google Meet and in person.
- Assist students in developing a schedule that is effective to online learning.
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- To be informed of all policies and procedures.
- A pleasant personality and positive attitude toward working with administration, staff, and community members. Evidence of ability to establish working relationships that result in increased efficiency and effectiveness
- Must honor written Board Policies and Administrative Regulations.
- Must be able to stand for a minimum of 30 minutes at a time.
- Must be able to lift 25lbs.
- Must be able to sit in chair for long intervals.

PHYSICAL ACTIVITIES/REQUIREMENTS: Physical activities include lifting and carrying materials, walking, stooping, kneeling, talking, hearing, and observing.

INTERESTED CANDIDATES SHOULD APPLY: Interested candidates must submit/upload your letter of interest, resume, transcripts, certificates/licenses and references and any other supporting documentation. The position will remain posted until filled.

Reimagine Education, LLC is an Equal Opportunity Employer. Position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer; It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.

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