

# WHITEHALL DISTRICT SCHOOLS

Business Office – 541 E. Slocum Street – Whitehall, MI – 49461 – 231-893-1010

## Job Posting

Post Date: April 2024  
Position Description: Middle School Counselor (24-25 School Year)  
Application Deadline: **Until filled**

Whitehall District Schools is looking for a middle school counselor uniquely trained in adolescent development, learning strategies, self-management, and social skills. Someone who understands and promotes success for today's diverse students. This person will implement a comprehensive school counseling program to support students through this very important developmental period of their life. If you feel you possess these qualifications, we'd like to hear from you.

### Credentials

School Counseling Licensure (experience in the school setting preferred, prior teaching experience a benefit)

### **Duties and Responsibilities:**

- Collaborate with school administration in the development of the master schedule and individual student schedules, including strong knowledge and competency of PowerSchool or comparable student management systems to generate reports, work with individual student schedules and build schedules
- The strong desire and ability to build meaningful, caring relationships with students
- Participate in the Student Assistance Team process.
- Coordinate the process of developing Educational Developed Plans (EDPs) for students using the district-approved platform
- Proficiency or (capacity with similar career exploration platforms) in Xello system to implement EDPs.
- Facilitate Tier 1, Tier II, Tier III supports within a system of comprehensive counseling services designed to provide all students with socio-emotional academic support.
- Supervise and coordinate all post-secondary planning programs and initiatives with the goal towards creating a college-going culture within the school community.
- Prepare materials and presentations to provide accurate and timely information to support post-secondary planning for students and their families.
- Exhibit the ability to collaborate within Professional Learning Communities.
- Communicate with all stakeholders within the school community professionally and authentically demonstrating empathy and a deep understanding of brain-based learning.
- The skill and willingness to develop a model of student success that meets their social, emotional, nutritional, and health needs.
- The ability to integrate 21 st Century competencies such as technology literacy, collaboration, communication, critical thinking and problem-solving, goal setting, ethical citizenship, and personal accountability across all settings.
- Recognize and address trends/pressures adolescents face and have the willingness to proactively engage with them so they are prepared

**Individuals interested in applying for this position should email their resume, letter of interest and references to Kirsten Bolles at [kirstenbolles@whitehallschools.net](mailto:kirstenbolles@whitehallschools.net).**

### WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.