



KINGSTON COMMUNITY SCHOOLS

5790 State Street

Kingston, MI 48741

"We believe in developing creative minds, building leaders, fostering a love for community and striving for excellence."

Kingston Community Schools Jr/Sr High School Guidance Counselor/Social Worker or Similar Field

Date: June 17, 2024

Posting Deadline: Until Filled

JOB DESCRIPTION: The Guidance Counselor/Social Worker will be responsible for providing and managing academic and career development, academic assessment w/building Principal, student guidance, and lead child study meetings for academic, behavior, social or emotional needs, along with post-secondary planning. This position entails working with secondary (7th-12th grade) school children at Kingston Jr/Sr High and works closely with administration, staff, students, parents and the community.

SALARY/CONTRACT:

- Salary negotiable based on experience
- Full Medical/Dental/Vision Insurance
- 190 days annual contract
- Vacations follow school schedule

JOB QUALIFICATIONS:

- Master's Degree in School Counseling/Social Work or similar field
- Appropriate State of Michigan licensing requirements
- Proficient in state testing regulations
- Professional in personal conduct and action
- Excellent communication skills
- Knowledge of or ability to learn Skyward student information system preferred
- Experience or knowledge of Early College, Dual enrollment, and Career Tech
- Experience or knowledge of Multi-Tiered System of Supports (MTSS) and participation on collaborative teams
- Coordinate General Education 504 plans, personal curriculums and other individual student support plans
- Take an active role on the Building Leadership Team, Social-Emotional Behavior Subcommittee, and Child Study Team

DUTIES AND RESPONSIBILITIES:

- Provide a full array of academic and career counseling services to students
- Develop student interventions and guidance programs
- Plan, monitor and direct the 4-year process to student graduation and post-secondary goals

Superintendent Shona Vennevay: 989.683.2294

High School Principal Mike Seaman: 989.683.2550

Elementary Principal Josh Campbell: 989.683.2284 **High School Fax:** 989.683.2081

District Website: www.kingstonk12.org



KINGSTON COMMUNITY SCHOOLS

5790 State Street

Kingston, MI 48741

"We believe in developing creative minds, building leaders, fostering a love for community and striving for excellence."

- Interpret and communicate group and individual standardized tests to students, staff and families
- Coordinate and participate in orientations, graduation, awards nights, and school functions
- Coordinate and promote dual-enrolled programs, Career Tech, and Early College and other opportunities
- Develop and maintain high school schedules, grades, and transcripts
- Maintain appropriate, confidential records and provide timely reports
- Perform other duties as assigned by administrator

Send letter of interest, resume, copies of license/certification to Superintendent Shona Vennevy, % Jaime Pruett jpruett@kingstonk12.org or

Shona Vennevy, Superintendent
Kingston Community Schools
5790 State St
Kingston, MI 48741

Kingston Community Schools is an equal opportunity employer

STATEMENT OF NON-DISCRIMINATION It is the policy of Kingston Community Schools that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

NEED TO ESTABLISH RIGHT TO WORK In accordance with the federal law, any person employed by the district must provide evidence that they are eligible to work in the United States.

CRIMINAL RECORDS CHECK In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review. No person having a felony conviction shall be hired.

Superintendent Shona Vennevy: 989.683.2294

High School Principal Mike Seaman: 989.683.2550

Elementary Principal Josh Campbell: 989.683.2284 **High School Fax:** 989.683.2081

District Website: www.kingstonk12.org