



Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230

April 8, 2024

**Notice of Opening for a
Full Time Counselor/504 Coordinator**

Qualifications

Possession of a bachelor's degree with a school counselor endorsement from the State of Michigan
Excellent communication skills, both oral and written
Student-focused approach
High degree of flexibility
Ability to work independently within a team environment

Job Description

A school counselor must be approachable, student focused, have strong functional and technical skills, possess interpersonal savvy, be able to communicate professionally, listen, have organizational agility, persevere and manage time well. Work independently and coordinate the completion of several tasks simultaneously. Have the ability to work with children of various ages, pre-K through 12th grade.

Various Duties

- ✚ Provide a comprehensive counseling program for children; consult with teachers, parents and staff to enhance their effectiveness in helping students.
- ✚ Experience with alternative populations preferred.
- ✚ Adult Education advisor.
- ✚ Provide general school counseling and guidance services in group and individual settings.
- ✚ Refer children with problems and their parents to special programs, specialists, and outside agencies.
- ✚ Address issues that impact students at risk of failing to attain their full academic potential.
- ✚ Be available to students to provide counseling that will increase personal growth, self-understanding, and maturity.
- ✚ Prepare and maintain student counseling records.
- ✚ Threat Assessment facilitator.
- ✚ Demonstrate flexibility in performing other related duties as assigned.
- ✚ Assure the District's compliance with state and federal 504 laws.
- ✚ Develop and maintain current District procedures under Section 504.

Deadline: April 22, 2024 at 12:00 pm

Please send a letter of interest, resume, proof of certification,
references, copy of transcripts, and three letters of recommendation to:

Monika Cook, Administrative Assistant to the Superintendent

Columbia School District

11775 Hewitt Rd., Brooklyn, MI 49230

(517) 592-6641

monika.cook@myeagles.org