



Delton Kellogg
Schools

Middle School Counselor Opportunity

327 N. Grove St.
Delton, MI 49046
269-623-1501
May 18, 2022

Nestled in rolling forested hills amid abundant lakes, Delton Kellogg is a public school district with a small school feel and big school opportunities. We are seeking a supportive, caring, and driven counselor who is ready to set high expectations for students in the upcoming school year.

To provide, as a member of the Counseling Department, a comprehensive guidance program for students in grads 5-8; consult with teachers, staff and parents to enhance their effectiveness in helping **students; and provide support to our middle school educational process.**

You will have the opportunity to:

- Counsel small groups and individual students with problems; refer severe problems to appropriate community resources.
- Provide support to ensure student access.
- Counsel students/parents related to the development of educational and career plans including the use of test results.
- Coordinate/administer student testing programs.
- Meet with teachers, parents and students regarding the special needs of students.
- Implement student support groups.
- Support the district counseling program.
- Disseminate counseling and child developmental information to parents and students through the counseling office and the school newsletter.
- Conduct counseling activities in the classroom in conjunction with administration and teachers.
- Consult with teachers to facilitate the infusion of counseling activities into the regular education curricula.
- Participate in student orientation, parent-teacher conferences, and open house.
- Develop/maintain student enrollment and class schedules.
- Responsible for monitoring student progress (letters, report cards, Honor Roll).
- Respond to crisis situations when appropriate..
- Participate on various teams/committees, i.e. crisis, BIT, NCA, SAT, building administrative.
- Work with the Building Principal to develop the master schedule.
- Identify eligible Section 31a students.
- Implement student support groups for at risk students.
- Responds to crisis situations when appropriate and continue services if student remains in crisis.
- Provide additional support services to those students identified as at-risk.
- Other duties as assigned by the Superintendent or his/her designee.

The final candidate for this position will be required (at the applicant's cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin, or handicap of any individual.

Please contact the Central Administration Office at the address or email address listed above, or by calling 269-623-1501, for complete details on physical demands and skills expected for this position, and available reasonable accommodations.



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A qualified candidate will possess:

- Master of Arts degree in counseling, counseling endorsement
- Valid Michigan Teaching Certificate.

Your benefits will include:

- Competitive pay commensurate with experience, and according to DKEA contract
- Excellent health, dental, vision, and life insurance options
- Your choice between two retirement options

When you're ready to apply:

- Send a copy of your cover letter and resume to:
Delton Kellogg Central Administration Office
ATTN: Carl Schoessel, Superintendent
327 North Grove Street
Delton, MI 49046
-OR-
michelle.green@dkschools.org
- This posting will be open until the position is filled.

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