

# JOB POSTING

Muskegon Catholic Central



## POSITION

School Counselor

## QUALIFICATIONS

- Certified teacher with the NT Endorsement of Full Michigan Licensure to be a School Counselor
- Ability to connect to students of all ability and age levels
- Ability to work as part of a multidisciplinary team focused on student achievement.
- Has working knowledge of the Michigan Comprehensive Guidance Model

## REPORTS TO

Elementary and 7-12 Principals

## ESSENTIAL FUNCTIONS

- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes.
- Ability to develop a plan, monitor and advise students and parents as to progress toward promotion and graduation
- Champions student growth in a Catholic school environment
- Experience with academic, personal/social, and college/career counseling
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Assists students in application preparation or the purpose of ensuring completion of application processes within designated time frames.
- Assists in creating and master class schedule each school year

*\*\* This job posting is not an exhaustive list of the duties performed for the position.*

1145 West Laketon Avenue † Muskegon, MI 49441  
Phone: 231.755.2201 † Fax: 231.755.2415 † [www.muskegoncatholic.org](http://www.muskegoncatholic.org)  
Ken R. Rasp † President

## ADDITIONAL INFORMATION

- **STARTING DATE** 08/13/2018
- **TERMS** This is a full-time, 52-week position full benefits
- **SALARY RANGE** Commensurate with credentials and level of experience in accordance with MCC's operating budget
- **POSTING DATE** 07/12/2018
- **CLOSING DATE** 08/03/2018

## APPLY TO

Please provide a cover letter, current resume, certificates, transcripts and references by email to [jplyler@muskegoncatholic.org](mailto:jplyler@muskegoncatholic.org) or by mail to:

Jeff Plyler, Business Office  
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Muskegon, MI 49441