



626 Phillips  
Clawson, MI 48017  
248.655.4400  
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## VACANCY INTERNAL/EXTERNAL POSTING

POSTING DATE: March 4, 2025

POSITION: **1.0 GUIDANCE COUNSELOR**  
Clawson Middle School

### QUALIFICATIONS:

- Hold Master's degree in Guidance and Counseling from accredited institution with (NT) K-12 endorsement or other eligible certification
- Demonstrate the ability and desire to communicate positively with students, teachers, administration, and families
- Experience in Restorative Practices preferred
- Demonstrated ability to problem solve with staff, students, and families concerning a variety of personal, social, emotional and educational issues

### RESPONSIBILITIES:

- Ensuring academic success of student and providing academic support services with a focus on foundational study skills and goal setting
- Guiding each student to choose courses consistent with his/her interests and abilities
- Introducing basic career awareness concepts
- Making necessary schedule changes for individual students that are both appropriate for their abilities and aligned with their educational and career plans
- Helping students navigate the transition from elementary to middle school and later from middle school to high school
- Addressing student concerns related to academics, social issues, and personal challenges
- Providing students with social/emotional support and development e.g. community mental health referrals, etc.
- Collaborating with teachers and parents to support student success
- Establishing relationships with students and families
- Implementing school-wide counseling programs
- Providing crisis intervention when needed
- Advocacy for students with special needs
- Assuring that appropriate, accurate information is maintained in each student's permanent, cumulative record
- Facilitating support groups when appropriate and necessary
- Consulting with and serving as a resource for students, staff, and parents regarding developmental needs of students

- Maintaining 504 plans
- Actively participating in Special Education meetings
- Performing other duties as may be assigned

STARTING DATE: ASAP

SALARY: Appropriate placement on Clawson Education Association teacher salary schedule

**INTERNAL Candidates:** Qualified INTERNAL applicants, please submit a formal letter of interest via [Linda.Gould@clawsonschools.org](mailto:Linda.Gould@clawsonschools.org)  
INTERNAL Deadline: March 10, 2025

**EXTERNAL CANDIDATE APPLICATION PROCEDURE:** ▶▶▶

**\*Please apply through Oakland Human Resources Consortium:**  
<https://www.oakland.k12.mi.us/careers>

\*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL APPLICATION DEADLINE: Until filled

Clawson Public Schools is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

### Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems.

The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.