

**Position: K – 12<sup>th</sup> Grade Counselor:** St. Patrick Catholic School in Portland, MI is accepting applications for a full time K – 12<sup>th</sup> grade counselor.

**Qualifications:** The qualified candidate should have the current State of Michigan school counselor certification or school counselor endorsement and a Master’s Degree in School Counseling. The successful candidate must be able to work collaboratively with all staff to carry out the mission of St. Patrick Catholic School. He or she must also be familiar with and able to integrate the doctrines of the Roman Catholic Church. He or she must be a practicing Catholic or Christian and of a character that models the values of Catholic Elementary and Secondary Schools.

**Primary Function:**

To provide a comprehensive counseling program for all children in grades K - 12. Consult with teachers, parents, and staff to enhance their effectiveness in helping students. Provide support to other educational programs.

**Major Job Responsibilities:**

1. Guide individuals and groups of students through the development of educational, personal, social and career plans;
2. Counsel individuals and small groups of children toward social and emotional growth;
3. Consult with and train teachers, parents and staff regarding children’s needs;
4. Maintain current and appropriate resources for school staff;
5. Maintain student accounting for grades and schedules (student management system);
6. Refer children with problems and their parents to special programs, specialists and outside agencies;
7. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school;
8. Participate in and facilitate the intervention team process;
9. Assist students in evaluating and determining colleges for post secondary education;
10. Assist students in applying to colleges/universities, applying for grants, scholarships, and financial assistance;
11. Plan and evaluate the counseling program;
12. Pursue continuous professional growth.

**Salary: Will be based on education and experience.**

Application deadline is Wednesday, June 8. Interviews are tentatively scheduled to take place the week of June 13.

Interested candidates please send a letter of interest, resume and references to:

Randy Hodge, Principal  
St. Patrick Catholic School  
122 West Street  
Portland, MI 48875

To apply digitally, please send the required information to:

[randyhodge@portlandstpats.com](mailto:randyhodge@portlandstpats.com)