



Holton Public Schools Notice of Intent to Employ

Posting Date

September 15, 2025

Position

Secondary School Counselor

Position Overview:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible people and to help them make occupational choices, post-secondary educational choices, and career evaluations that will lead them to meaningful, successful, and rewarding work.

Qualifications

- Applicants must possess a valid Michigan teaching certificate, hold a Master's degree from an accredited university in a school counseling program, and possess a school counseling endorsement (NT). The desired candidate will possess 3-5 years of teaching experience at the secondary level, and have experience and knowledge of the diagnosis, implementation, and evaluation of a strong comprehensive school counseling program.

Reports To

Secondary Principal

Essential Functions

Academic Counseling:

- Orient new students to school procedures and learning opportunities
- Assist students with course selection, academic planning, and goal setting
- Monitor academic progress and provide support to struggling students
- Collaborate with teachers/parents to develop individualized learning plans
- Provide information about high school credits and graduation requirements
- Maintain Audit Sheets and manage GPAs, class rankings, and transcripts
- Coordinate state assessments: PSAT/SAT, WorkKeys, and MStep
- Oversee additional academic programs: CTC, Dual Enrollment, Early College
- Manage local scholarship selection
- Accompany students to academic events i.e. Rotary, Kiwanis
- Support/coordinate transition events, awards ceremonies, graduation
- Edit and update Course Guide
- Assist with creation of Master Schedule
- Schedule teachers/students for upcoming school year

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Social/Emotional Counseling:

- Provide individual/group counseling addressing social, emotional, or behavioral concerns
- Crisis intervention and management, including suicide prevention and threat assessment
- Develop and implement social skills programs and conflict resolution strategies
- Refer students and families to additional counseling resources if necessary

College and Career Counseling:

- Deliver Xello/Career Exploration lessons to assist in advising students of career options
- Coordinate Career Events i.e. MI CareerQuest, CTC Tour, Job Fair
- Supervise College Advisor who assists students with FAFSA, scholarships, and college applications

Collaboration and Consultation:

- Collaborate with teachers, administrators, and other school staff to ensure student success
- Communicate effectively with parents regarding student progress/concerns
- Participate in school-wide initiatives and relevant committees
- Maintain accurate and confidential student records
- Assist Principal with building/district communication

Other Duties:

- Perform other duties as assigned by the Secondary Principal

Starting Date

As soon as possible

Salary

Salary established by the Board according to the HEA contract.

Application Deadline

Friday, September 26, 2025 at 4:30p.m.

Application Instructions

Please provide a letter of interest, current resume, copies of transcripts and teaching or other credentials, and letters of reference to:

Dr. Adam Bayne, Superintendent
Holton Public Schools
6500 4th Street
Holton, MI 49425

Approved by Dr. Adam Bayne, Superintendent on September 15, 2025.