Job Title: Middle School Counselor
Location: Harrison Community Schools - Middle School
Reports To: Principal
Employment Type: Full-Time, School Year + 5 Days (beginning ASAP)

Position Summary

Harrison Middle School is seeking a dedicated and compassionate **Middle School Counselor** to support the academic, social, emotional, and career development of our students in grades 6-8. The counselor will collaborate with teachers, administrators, families, and community organizations to ensure student success and well-being, while promoting a safe and inclusive school climate.

Primary Responsibilities

- Provide individual and group counseling to support students' academic achievement, emotional growth, and career development interests.
- Seek out and engage community connections and opportunities for and with students.
- Build the school master schedule in conjunction with the principal in Skyward by May 31 each school year.
- Develop and implement programs to address topics such as conflict resolution, peer relationships, stress management, and mental health.
- Identify students in crisis or at risk and provide appropriate interventions or referrals to community resources.
- Collaborate with teachers, parents, and administrators to support students' academic and behavioral needs.
- Administer and interpret assessments related to academic aptitude, career interests, and social-emotional well-being.
- Support the ongoing development of Educational Development Plans (EDPs) for all students.
- Support the development of Individualized Education Plans (IEPs) when applicable.
- Draft and coordinate 504 Plans.
- Maintain accurate and confidential student records in accordance with federal (FERPA) and state regulations.
- Participate in school-wide initiatives such as anti-bullying programs, Developing Assets, and standardized testing coordination.
- Stay informed of Michigan Department of Education (MDE) requirements and maintain compliance with school counseling standards.

Required Qualifications

- Master's Degree in School Counseling or related field.
- Valid **Michigan School Counselor License** or **School Counselor (NT) endorsement** on a Michigan Teaching Certificate.
- Knowledge of Michigan Merit Curriculum, MVU enrollment, Personal Curriculum, and Testing Out for High School Credit.
- Demonstrated experience working with middle school-aged youth.

Preferred Qualifications

- Experience using student information systems (e.g., Skyward).
- Familiarity with career and college readiness platforms (e.g., Xello, Naviance).

Key Competencies

- Strong interpersonal and communication skills.
- Cultural competency and ability to work with a diverse student population.
- Crisis management and conflict resolution skills.
- Organizational and data-tracking abilities.
- Empathy, integrity, and discretion in dealing with sensitive student matters.

Working Conditions

- Standard school environment; may require occasional evening hours for events or parent meetings.
- May involve occasional lifting of materials (up to 25 lbs).

Salary & Benefits

- Salary based on experience and district salary schedule.
- Full benefits package, including health insurance, retirement contributions (MPSERS), paid time off, and professional development opportunities.

Application Process

Interested candidates should submit the following:

- Resume
- Cover letter
- Michigan certification/license
- Three professional references

Please submit required materials to:

Jennifer Thrush
Principal, Harrison Middle School
jthrush@harrisonschools.com

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10/05/2026