



Morley Stanwood Community Schools

4700 Northland Drive
Morley MI 49336
(231) 856-4392

JOB POSTING

Internal/External

High School Counselor / Academic Success Coach

Classification: Salaried
Duration: 2025-2026 School Year
Compensation: Per MSEA Contract
Reports to: High School Administrators
Posting Date: **June 30, 2025**

Position Summary

The counselor at Morley Stanwood High School will assist students with academic scheduling and credit attainment, career and college planning by identifying and reducing barriers to future goals. The counselor will work closely with parents/guardians, teachers, school principal/principal's designee, higher learning institutions and community based resources. The counselor implements strategies that promote students' positive future plans.

Professional Qualifications

- NT (School Counselor), Masters in Educational Administration, or Masters in Education
- Must have mental/physical ability and stamina for meeting the requirements of the position and possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police(MSP) and the Federal Bureau of Investigation (FBI).

MAJOR JOB FUNCTIONS:

- Master scheduling of all courses and students within our Skyward student management system. Includes creation and maintenance of Educational Development Plans (EDP's) in our Xello platform. Career Center liaison for scheduling and field trips.
- Dual enrollment registration and record keeping. Liaison between college, parents and students regarding book purchase, credit/no credit and schedule. Financial responsibility of course purchase reconciliation and accounts payable submission. Parent meetings for future dual enrollment students.
- School test administration. Responsible for scheduling, ordering, administering school assessments as required by state and federal law. Professional coordination with the middle school test administrator.
- Student graduation credit management. Monitoring local and virtual curriculum courses and updating Skyward course master and curriculum guide. Managing student transcripts through the Parchment platform. Maintain test-out and personal curriculum procedures for qualifying students.
- Personal Counseling. Professional relationships with students, parents, school social workers and community agencies regarding safety and guidance of students. Understanding and compliance to HIPAA and FERPA law.

Internal Deadline: July 11, 2025

Submit letter of interest by email to HR@morleystanwood.org

External Deadline: Until Filled

Please submit cover letter, resume, and list of references to: HR@morleystanwood.org *or*

Human Resources

Morley Stanwood Community Schools

4700 Northland Drive

Morley, MI 49336

NOTICE OF NONDISCRIMINATION In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Morley Stanwood Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Morley Stanwood Community Schools, 4700 Northland Drive, Morley, MI 49336, Telephone (231)856-4392.