

# Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0451 · FAX (906) 487-9764

Website: <http://www.hpts.us>

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*An Equal Opportunity Employer*

## NOTICE OF VACANCY

Houghton-Portage Township School District is seeking qualified candidates for the following position:

### Full Time 6<sup>th</sup> – 9<sup>th</sup> Grade Guidance Counselor

**Job Description:** Provide a comprehensive guidance program for students in grades 6<sup>th</sup> -9<sup>th</sup> in collaboration with the 10<sup>th</sup> -12<sup>th</sup> grade guidance counselor. Consult with teachers, staff and parents to enhance their effectiveness in helping students. Work with students to help solve personal, social and academic issues. Develop, implement, monitor and collaborate with colleagues in the integration of MTSS. Serve as 6th-9<sup>th</sup> grade test coordinator, managing MEAP and PSAT assessments. Coordinate scheduling activities and online classes. Provide educational and career counseling. Serve on crisis response team and provide training in responding to crisis situations. Attendance at some evening events is required, and other duties as assigned.

Successful candidate will hold a Master's Degree in counseling, with a Michigan Counselor Endorsement (NT).

Submit letter of application, college transcripts, and copy of Michigan certification to:

Ms. Julie Filpus, Principal  
Houghton High School  
1603 Gundlach Rd.  
Houghton, MI 49931

Deadline: Until filled

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0451.

January 28, 2019

"Your public school system; there is no better place to learn."