

**VASSAR PUBLIC SCHOOLS
220 ATHLETIC STREET
VASSAR, MICHIGAN 48768**

POSTING

DATE: November 16, 2017

VACANCY:

PCMI/WILLSUB EMPLOYEE

1 –Classroom Paraprofessional – Central Elementary

Hours: 7:30-3:40 6.5 hours/day

QUALIFICATIONS:

Ability to work independently

DEADLINE TO APPLY:

Until filled

DATE TO BEGIN:

Immediately

CONTACT PERSON:

Send letter of interest to:

Lori Hubbard
Human Resources
Vassar Public School
220 Athletic
Vassar, MI 48768

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220 ATHLETIC STREET
VASSAR, MICHIGAN 48768**

POSTING

DATE: November 16, 2017

VACANCY:

PCMI/WILLSUB EMPLOYEE

1 –Classroom Paraprofessional – Central Elementary

Hours: 9:10-3:40 5.25 hours/day

QUALIFICATIONS:

Ability to work independently

DEADLINE TO APPLY:

Until filled

DATE TO BEGIN:

Immediately

CONTACT PERSON:

Send letter of interest to:

Lori Hubbard
Human Resources
Vassar Public School
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SCHEDULE B POSTING

DATE: November 29, 2017

VACANCY:

1 – Varsity Girls Softball Head Coach
START DATE: Immediately upon approval of Supt.'s
office

DEADLINE TO APPLY:

December 8, 2017

CONTACT PERSON:

Send letter of interest and resume to:

LORI HUBBARD
PAYROLL & HR COORDINATOR
VASSAR PUBLIC SCHOOLS
220 ATHLETIC STREET
VASSAR, MICHIGAN 48768

Vassar Public Schools
POSTINGS

POSITION:
6-12 School Counselor

PURPOSE:

To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students.

Qualifications:

Guidance & Counseling with School Counseling Endorsement on a Valid Michigan Teaching Certificate

RESPONSIBILITIES:

- To implement the high school curriculum of the "Vassar Public Schools' K-12 Comprehensive Guidance Program;"
- To guide and counsel individuals and groups of students through the development of educational and career plans, which may include:
 1. Meeting with students whose names appear on the low grade list for each marking period and, if appropriate, formulating a plan of action for success involving the student and the parent;
 2. Planning and/or promoting programs which enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Underclass Honors Assembly & Senior Honors Program, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
 3. Meeting with seniors once each semester and mailing updates on their graduation status to their parents;
 4. Working with students who have discipline, attendance and academic problems and are referred by teachers, parents or administrators;
 5. Insuring that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation;
 6. Guiding each student to choose courses consistent with his/her interests, abilities and career plans;
 7. Helping students develop post-secondary educational plans in accordance with their interests, abilities and career plans;
 8. Assisting students with the completion of college admissions applications;
 9. Organizing and promoting standardized assessment opportunities and interpreting test results to students and/or parents on request;
 10. Assisting the principal in the preparation of diploma lists and identification of honor graduates in preparation for the Senior Honors Program and Graduation;
 11. Assuring that appropriate, accurate information is maintained in each student's permanent, cumulative record; and
 12. Making necessary schedule changes for individual students that are both appropriate for their abilities and aligned with their educational and career plans
- To facilitate small groups for individual students with identified, common needs
- To consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 1. Identification and referral of students for Child Study Meetings;
 2. Creation and oversight of Section 504 plans;
 3. Active participation in Special Education meetings
 4. Conference with individual students who have experienced a death in the family or serious illness and notification of their teachers.
 5. Work with teachers to better help them understand students with physical or emotional challenges.
- To refer students and parents/guardians to appropriate school and community resources;
- To participate in, coordinate, conduct activities which contribute to the effective implementation of the high school component of the K-12 guidance curriculum;
- To evaluate and revise the building guidance and counseling program;
- To assist in the development of a District Assessment Program and the interpretation of testing and assessment results related to career guidance; and
- To continue personal professional growth and development.
- Other duties as assigned by the administration
- Manage AP Program

DEADLINE: UNTIL FILLED

Send a letter of interest, credentials and a resume to:

Lori Hubbard, Human Resources
Vassar Public Schools
220 Athletic Street
Vassar, Michigan 48768