NEWAYGO PUBLIC SCHOOLS

Notice of Vacancy

Position Title: High School Counselor
Date Posted: November 24, 2026
Last Day to Submit Applications: December 31, 2026
Reports To: Superintendent and/or Building Principal
Compensation: Compensation will be based on experience and in accordance with district guidelines

Newaygo Public Schools is seeking a highly organized, student-centered professional to serve as the **High School Counselor**. This position is responsible for supporting students' academic success, career and college readiness, and social-emotional development throughout their high school years.

Primary Responsibilities:

- Provide individual and small group counseling to support students' social-emotional needs including:
  - emotional regulation
  - peer relationships
  - anxiety and stress management
  - school engagement
- Collaborate with staff on behavioral supports and intervention strategies
- Participate in MTSS and student support team meetings
- Support crisis response and student well-being initiatives as needed
- Partner with families to support student growth and success
- Assist students with academic planning, course selection, graduation requirements and credit monitoring
- Develop High School Master Schedule

Collaboration & Communication

- Work closely with administrators, teachers, and support staff across all levels
- Communicate effectively with families and outside agencies
- Demonstrate professionalism in handling confidential and sensitive situations
- Maintain strong organizational systems and meet all required timelines

Skills & Qualifications

- Strong organizational skills and attention to detail
- Ability to manage multiple responsibilities and deadlines effectively
- Excellent communication and interpersonal skills
- Demonstrated ability to partner with families and staff
- Calm, student-centered approach with strong problem-solving skills
- Commitment to supporting ALL students
- Experience with PowerSchool & Branching Minds software preferred

Must Have:

- Valid Michigan School Counselor License required (SCL, TSCL or PSCL)
- Michigan Teaching Certificate with School Counselor (NT) Endorsement preferred
- Prior experience with Section 504 coordination or student support services preferred
- Strong understanding of FERPA and confidentiality requirements
- Commitment to fostering a positive, inclusive, and supportive school environment
- Willingness to engage in ongoing professional growth

NPS Core Values

Excellence, Integrity, Respect, Responsibility, Safety and Compassion

Anyone interested in being considered for this position should apply by email to Mr. Ben Gilpin, Superintendent, at bgilpin@newaygo.net.

Application Deadline: December 31, 2026

See Full Job Description: High School Counselor Job Description

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.