



# FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE  
FENNVILLE, MICHIGAN 49408

## Job Posting

**POSITION:** Post-Secondary Path Coach / School Counselor

**POSTING PERIOD:** April 28 2022 - May 12, 2022, Beginning 2022-2023 School Year

**QUALIFICATIONS:**

1. Michigan School Counselor Certification with NT endorsement preferred
2. Consideration will be given to individuals interested in seeking endorsement
3. Must meet Highly Qualified requirements as defined by Michigan Department of Education

**REPORTS TO:** Joe Tenbusch, Secondary Assistant Principal

**JOB DESCRIPTION:** Fennville Public Schools is committed to expanding the growth and development of our Post-Secondary Path planning. This includes overseeing the post-secondary search and admissions process for all Fennville Middle School and High School Students. This position reports to the Secondary Assistant Principal and works closely with the Secondary Administrative team, secondary teachers, High School Academic counselor, the Director of Curriculum and Instruction and most importantly, directly with students every day.

### PERFORMANCE RESPONSIBILITIES:

1. Manage and improve the secondary curriculum (seven year scope-and-sequence) and process for post-secondary application and enrollment.
2. Work with administrators and teachers to improve on our strategy of ensuring our students are prepared for a planned post-secondary path following high school graduation, including leadership of various types of Professional Development.
3. Build post-secondary programming to promote exposure, exploration, and experiences into student learning opportunities; including networking to engage local stakeholders in both on and off campus events.
4. Organize and maintain student data relating to post-secondary planning including application, admission, enrollment, and matriculation.
5. Act as the lead in ensuring EDPs are utilized and implemented with fidelity, with oversight and support of administrative team and Lead Counselor.
6. Demonstrate the highest standard of a positive, achievement-oriented, and data-driven mindset to continuously improve upon a post-secondary program that both excites and invests in students.
7. Contribute to a team of administrators and teachers reaching for high academic and behavioral standards while participating in formal and informal learning and development opportunities to continue our team's growth and development.
8. Other duties assigned by Building Principal.

**TERM OF EMPLOYMENT:** Salary and work year to be determined by the Board in accordance with the Master Agreement

Interested persons should submit a letter of application and resume with references to:

Jim Greydanus, Superintendent  
Fennville Public Schools  
5 Memorial Drive, Fennville MI 49408  
Or by email:

[marileen.pitts@fennville.org](mailto:marileen.pitts@fennville.org)

*The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.*

Posted: April 28, 2022

Central Office (269) 722-3350 Fax (269) 722-3351	High School (269) 722-3450 Fax (269) 722-3451	Middle School (269) 722-3550 Fax (269) 722-3551	Elementary (269) 722-3900 Fax (269) 722-3851	Migrant/Bilingual (269) 722-3350 Fax (269) 722-3351	Alternative Education (269) 722-3580 Fax (269) 722-3581	Transportation (269) 722-3820 Fax (269) 722-3821
--	---	---	--	---	---	--