



May 29, 2025

POSITION OPENING: Career Guidance Counselor

IN THIS ROLE:

Ignite student potential and be a catalyst for success by delivering impactful career, academic, and personal counseling within Career Focused Education programs. You'll play a pivotal role in guiding students into the right pathways, supporting them throughout their journey, and ensuring smooth transitions into meaningful careers.

This is more than a counseling role - it's a chance to shape futures and change lives. If you're a passionate professional who thrives on mentoring, problem-solving, and making a real difference, this opportunity is for you!

WHAT WE NEED:

Student Support Services

- Provide individual and group career counseling to assist students in making informed decisions about their occupational or educational futures, personal adjustment, and educational progress.
- Provide resource information, referrals and assist students and parents in the areas of; articulation, financial aid, scholarships, postsecondary education options, and other community resources.
- Assist students with placement into continuing and postsecondary education.

Communication and Marketing

- Maintain an on-going public relations delivery system to promote the benefits of the program offerings at the Oakland Schools Technical Campuses (OSTC).
- Consult and regularly communicate with parents/guardians, teachers, sending school counselors and other appropriate personnel.
- Participate in student outreach, orientation, counseling, and other referral services.
- Develop and implement strategies for recruiting and retaining targeted populations.

Responsive Services

- Participate in the development, implementation, and management of the career guidance curriculum for all students, as well as corrective and preventive action plans for at risk and failing students in all identified areas.
- Support the development and delivery of curriculum aligned to servicing a diverse population of students.

Organizational and Professional Outcomes

- Participate in the annual evaluation of the objectives, activities, and outcomes of the Career Guidance/Career Development Program (Student Support Team Cluster); recommend changes as appropriate.
- Utilize data and other student information to assist in appropriate student placement in collaboration with sending schools.
- Coordinate the enrollment processes for students participating in instructional opportunities including web based academic, advanced placement, technical education, and/or other courses.
- Use OSTC Student Information System (SIS) and other designated technology systems to coordinate the documentation of student data (data management systems/student files).
- Implement activities designed to address state and national educational reform and improvement efforts.
- Pursue professional growth experiences that assist with job performance.

WHAT YOU NEED:

- Master's Degree in Guidance and Counseling.
- Michigan Secondary Counseling Certification or Licensure; Teaching experience preferred.
- Prior experience Counseling and/or Teaching experience at the secondary level.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.
- Familiarity with MISTAR and IEP/504 guidelines.

WORK LOCATION:

Oakland Schools Technical Campus - NW

8211 Big Lake Rd

Clarkston, MI 48346

SALARY DETAILS:

\$55,444 - \$83,757 salary based on relevant prior work experience, with the potential to earn up to \$101,443 after employment with Oakland Schools.

Exempt position / 10-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

OaklandSchools

[oakland.k12.mi.us](https://www.oakland.k12.mi.us) | 248.209.2000 | 2111 Pontiac Lake Rd., Waterford, MI 48328

Career Guidance Counselor - Application

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **June 12, 2025**.

NOTE: Interested candidates must be available to interview **mid to late June**.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.