



22001 Northwestern Hwy
Southfield, Michigan 48075
248-569-2988

K–12 School Counselor

Location: AGBU Alex and Marie Manoogian School – Southfield, Michigan

Position Type: Full-Time

Reports To: High School Principal and Elementary/Middle School Principal

About Our School

The AGBU Alex and Marie Manoogian School is a small, mission-driven public charter school dedicated to academic excellence, strong character development, and the celebration of Armenian language and culture.

Our school is known for its close-knit community, where meaningful relationships between students and staff are at the heart of everything we do. With small class sizes, a collaborative faculty, and a growing focus on STEAM, career readiness, and innovation, Manoogian provides an environment where both students and teachers thrive

Position Overview

We are seeking a compassionate, student-centered School Counselor to support the academic, social-emotional, and college/career development of students across grades K–12.

This role provides a unique opportunity to build and implement a comprehensive counseling program that supports students from early elementary through high school graduation. The ideal candidate is collaborative, proactive, and committed to supporting the whole child.

Key Responsibilities

Student Support (Social-Emotional & Behavioral)

Provide individual and small-group counseling to support students' social, emotional, and behavioral needs

- Implement and support school-wide Social-Emotional Learning (SEL) initiatives
 - Respond to student crises and collaborate with administration and families as needed
 - Connect students and families with outside resources and community agencies
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Academic Support & MTSS

- Participate actively in the school's Multi-Tiered System of Supports (MTSS) framework
 - Collaborate with teachers and staff to identify and support students needing academic or behavioral interventions
 - Monitor student progress and support goal setting, organization, and study skills
 - Assist with attendance monitoring and interventions for chronic absenteeism
 - Participate in Child Study, 504, and IEP-related meetings
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College, Career, and Future Planning

- Develop and implement Educational Development Plans (EDPs) for all students using Xello

- Coordinating career speaker sessions in middle and high school
 - Guide students in course selection and academic planning aligned with graduation requirements
 - Provide college counseling support, including:
 - Assisting students with the completion of college admissions applications
 - Supporting families with FAFSA and financial aid processes
 - Coordinating college readiness activities, workshops, and informational sessions
 - Managing AP Program and Dual Enrollment Program
 - Assist with transcript review, credit tracking, personal curriculums and graduation progress
 - Promote career awareness and exploration across all grade levels
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Instruction and Prevention

- Deliver classroom lessons aligned with SEL competencies and ASCA standards
 - Develop and implement age-appropriate counseling curriculum across K–12
 - Promote a positive school climate through proactive programming and student support initiatives
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Collaboration and Leadership

- Collaborate with teachers, administration, and support staff to meet student needs
 - Serve as a key liaison between school and families
 - Provide guidance and resources to staff on supporting student well-being
 - Contribute to school-wide initiatives that support student success
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Qualifications

- Master's degree in School Counseling or related field
 - Valid Michigan School Counselor certification (NT endorsement) or ability to obtain
 - Experience working with students in a K–12 setting preferred
 - Knowledge of MTSS, SEL, and college/career readiness programming preferred
 - Experience with college counseling processes (Common App, FAFSA, etc.) preferred
 - Strong interpersonal, organizational, and communication skills
 - Commitment to equity, inclusion, and supporting diverse student populations
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Why Manoogian?

- Small school environment where counselors build meaningful relationships with students
 - Opportunity to design and lead a comprehensive K–12 counseling program
 - Supportive and accessible administration
 - Collaborative faculty and strong school culture
 - Diverse, multilingual student population
 - Growing programs in STEAM, career readiness, and student support services
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Compensation and Benefits

Salary is competitive and commensurate with experience. The Manoogian School offers a comprehensive benefits package, including:

- Medical, dental, and life insurance
- Long-term and short-term disability coverage
- Retirement plan with employer contribution with Michigan Public School Employees' Retirement System (MPSERS)
- Paid time off

Application Process

Interested candidates should submit a resume and cover letter to:

AArmoudlian@manoogian.org

Additional information about the school can be found at: www.manoogian.org

Employment Requirements

Employment is contingent upon successful completion of background checks and verification of credentials, including:

- Criminal history check
- Michigan Sex Offender Registry check
- Fingerprinting (Livescan)
- Employment and education verification

Equal Opportunity Employer

The AGBU Alex and Marie Manoogian School is an equal opportunity employer.