**School Name:** Bard High School Early College Brooklyn – 19K965

**District:** 19

**School Site:** 301 Vermont Street, Brooklyn, NY 11207

**Send Cover Letter and Resume to:** [brooklyn@bhsec.bard.edu](mailto:brooklyn@bhsec.bard.edu)

**POSITIONS**

Guidance Counselor

**DESCRIPTION**

Bard High School Early College Brooklyn, a partnership between Bard College and the New York City Department of Education, invites applications to join our staff for Bard High School Early College

(BHSEC) Brooklyn’s founding academic year.

The Bard Early Colleges (BEC) are founded on the belief that, for many young people, college can and should start at an earlier age. Acting on this belief, Bard Early College enables students to begin serious college study in place of the traditional 11th and 12th grades, at no cost to students or families. The Bard Early Colleges offer a unique home for young people’s intellectual ambition: as both tuition-free, branch campuses of Bard College and public high schools, they award a high school diploma and a Bard College Associate in Arts degree (and 60 transferable credits) by the end of the 12th grade. Students are taught by Bard College faculty in undergraduate seminar classes, all deeply rooted in the liberal arts and sciences, in Bard College’s commitment to excellence in teaching, and in Bard’s mission as a private college in the public interest.

Now entering its third decade, the Bard Early College network enrolls over 3,000 young people in campuses in Queens, Manhattan, the Bronx, and Hudson, New York; Newark, New Jersey; New Orleans, Louisiana; Cleveland, Ohio; Baltimore, Maryland; and Washington, D.C.

The successful candidate will demonstrate a strong commitment to students' emotional, social, and academic health, and will be committed to providing comprehensive guidance and support to students throughout their high school experience. The successful candidate will provide guidance and support to students and families throughout the college application process, from researching colleges to submitting applications and making decisions.

**ELIGIBILITY REQUIREMENTS**

Licensed certified Guidance Counselor in New York City schools, bilingual Spanish, Begali, or Arabic preferred, with satisfactory ratings and attendance.

**DUTIES AND RESPONSIBILITIES**

Because roles in small schools are varied and complex, serious consideration will be given to applicants who demonstrate in their resume and cover letter experience and/or willingness to commit to the school’s mission and core beliefs and to become involved in these essential aspects:

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| * Make appropriate referrals, counseling students, individually and in groups, regarding: academic readiness, discipline, social and emotional development, substance abuse (if trained), conflict mediation, and graduation requirements. * Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students * Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum * Participate in the school’s Advisory program and attend professional meetings to support this work * Participating in regular faculty development and being involved in collaborating on the school’s guidance program * Maintaining current student academic records and regularly communicating with students and families students’ academic progress towards meeting graduation requirements * Guiding students in preparing their college and career readiness plans by assisting with registration for PSAT and SAT, registration and preparation for filing the FAFSA, and preparation and mailing of college applications * Identifying and making appropriate referrals to meet and support students’ academic, social, and/or mental health needs * Developing and maintaining partnerships with participating educational institutions, industry partners, and community-based organizations to support school initiatives including job shadowing, internships, and other academic opportunities * Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families |

**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

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| * Evidence of successful counseling strategies with regard to academic readiness, discipline-related guidance issues, social and emotional development, substance abuse (if trained), and conflict mediation * Ability to offer assistance to staff and teachers around guidance based topics in Advisory programs * Knowledge of and experience with contemporary issues that affect youth living in high poverty communities and provide strategies to staff in promoting social and emotional competence throughout the building * Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development * Commitment to developing professional goals and objectives in collaboration with the administration that will monitor progress and assess effectiveness in enhancing student development and achievement * Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. STARS, AIS, SESIS, OORS, ATS, etc.) * Evidence of success in forming successful partnerships with community-based organizations and other organizations that offer social and emotional supports to students * Knowledge of or ability to make referrals for students in need of additional services or alternative placements * Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture * Knowledge of both ELL/ESL standards and Special Education compliance requirements |

In addition to the cover letter, resume, and interview, applicants must present three references including, if possible, one from a current supervisor. Other references might include a colleague with whom the applicant has collaborated, and/or a professional organization or staff development representative.

**WORK SCHEDULE & SALARY**

As per Collective Bargaining Agreement