**School Name:** MS 407- School of Technology, Arts, and Research

**District:** 20

**School Site:** IS 322K, 650 86th Street, Brooklyn, NY, 11228

**Send Cover Letter, Resume and Portfolio to:** MS407hiring@gmail.com

**POSITION**

Guidance Counselor

**DESCRIPTION**

Mission: At MS 407, we will work to maintain rigorous, high-quality instruction for all students. Our mission is to provide an educational program that positions our students to become contributors to our community and society on a local and global scale. We aim to provide an instructional environment that, at its core, will be equitable, accessible to all, engaging, and unique to our school community. Students will engage in learning experiences that allow them to explore their passions, build collaborative relationships, advocacy, and student agency.

* MS 407 will be a school that leverages teachers’ passions in the development of the instructional program, offering students a unique instructional experience during the school day.
* MS 407 will utilize a collaborative, project-based learning approach in the development of curriculum, and instructional practices.
* MS 407 is looking for team members who are committed to an inclusive teaching environment that is supportive of a diverse student body.
* MS 407 will be a school that engages the community and all its stakeholders in a continuous effort to sustain high-level instruction for all students.
* MS 407 will offer a District Superintendent Program, designed for an accelerated learning track which will result in high school course offerings.
* MS 407 will offer a NEST Program, supporting students with Autism Spectrum Disorders (ASD).

MS 407 is looking for staff with a commitment to engaging our stakeholders and team members in these tenants.

A 5-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for teachers to participate in:

Because we believe that all staff members play an important role in the education of our students, the school will offer opportunities for Guidance Counselors to assist with or participate in activities like:

* After-school and/or Saturday tutoring, enrichment, sports, arts, and family programs
* In-house school committees and/or special programs.
* Inquiry work with teachers and other staff members and collaborative conversation among all staff members.

*Advance notice of dates will be supplied, and those who participate will be compensated according to the terms of the UFT contract. Staff participation in these activities is voluntary, although strongly encouraged, as they are very important to the development of the school.*

**ELIGIBILITY REQUIREMENTS**

Licensed certified Guidance Counselor in New York City schools, 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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| * Practicing counseling to facilitate professional growth and collaboration that supports overall learning environment for students
* 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
* 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
* Organizing and conducting pupil personnel committee meetings
* Providing transitional linkage counseling support and outreach to students with IEPs
* Identifying and making appropriate referrals to meet and support students’ academic, social, and/or mental health needs
* Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
* Providing orientations (incoming freshmen, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
* Working with attendance team to help improve student attendance
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**SELECTION CRITERIA**

Guidance Counselors in the school’s Autism Nest program must complete training on specialized strategies.  Preference will be given to Counselors who are already trained or are willing to complete the training. Required training might be outside the typical school year or workday and will be compensated according to the collective bargaining agreement.

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

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| * Experience preferred, but willingness to be trained in providing counseling strategies for substance abuse
* Ability to offer leadership to staff and teachers around the social and emotional development of students
* Ability to offer assistance to staff and teachers around guidance based topics in Advisory programs
* 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 use data to inform counseling practices
* Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. STARS, AIS, SESIS, OORS, ATS, etc.)
* Knowledge of or ability to make referrals for students in need of additional services or alternative placements
* Experience collaborating on an interdisciplinary grade level team
* Knowledge of both ELL/ESL standards and Special Education compliance requirements
* Evidence of success in collaborating on AIS (Academic Intervention Services) team
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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