**School Name:** P.S. 331

**District:** 20

**School Site:** 6312 13th Avenue, Brooklyn NY 11219

**Send Cover Letter and Resume to:** ps331bkjobs@gmail.com

**POSITIONS**

Guidance Counselor

**DESCRIPTION**

At P.S. 331, we envision a nurturing and inclusive learning environment where we firmly believe that every student can and will acquire the essential skills necessary for success in life. Our commitment is to foster 21st-century global citizens, empowering graduates with a profound understanding of entrepreneurial pathways, sensible financial knowledge, and proficiency in strong communication and technology skills. With a dedicated focus on a world language.

**P.S. 331 School Vision:**

Our vision is to **cultivate well-rounded next generation global citizens.**

**P.S. 311 Mission Statement(3Es):**

Our mission is to provide a comprehensive educational experience that not only supports our students to flourish academically but also socially, and emotionally, laying the foundation for a lifetime of success and fulfillment.

As a school community, we will implement our 3Es:

* **Empower** students to self-advocate, and self-love to foster a strong sense of identity and purpose.
* **Explore** innovative technology, financial literacy, and entrepreneurial pathways to solve real-world problems and anticipate future job opportunities.
* **Engage** diverse communities to promote cross-cultural appreciation, prioritize teamwork, and develop ethical leaders who value integrity, empathy, and social responsibilities so that they can contribute positively to the increasingly interconnected world.

**P.S. 311 Core Values(5Cs):**

* Compassion,
* Courage
* Commitment
* Creativity
* Community

A 4-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 staff to participate in:

* Before/After school and/or Saturday tutoring, enrichment, sports, arts, family and community engagement activities
* In-house school committees and/or special programs.
* Daytime professional learning opportunities such as inquiry work, inter-visitations, teacher common planning, and collaborative conversation

*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**

New York State certification in the appropriate content area, bilingual Chinese and/or Spanish 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 * 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, in regards to students’ academic progress towards meeting graduation requirements. * Organize and conduct pupil personnel committee meetings * Provide transitional linkage counseling support and outreach to students with IEPs. * Maintaining regular and open communication with parents * Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families * Provide orientations (incoming students, work fairs, etc.), workshops (PTA/PA, at risk students, etc) and other public speaking events. * Working with attendance team to help improve student attendance |

**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. * Knowledge of and experience with contemporary issues that affect students 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. * Success in working collaboratively with colleagues, parents/caregivers and partners. * 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 support to students. * Knowledge of or ability to make referrals for students in need of additional services or alternative placements. * Evidence of success in collaborating on AIS (Academic Intervention Services) and/or MTSS (Multi-tiers System of Supports) team. |

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