

Guidance Counselor Vacancy Circular

School Name: I.S.429

District: 30

School Site: 47-01 Barnett Avenue

Send Cover Letter, Resume and Portfolio to: IS429JOBS@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

IS 429 will provide our students with a rigorous and joyful learning environment focused on Science, Technology, Engineering, Arts, and Mathematics. We will foster a culture of innovation, problem-solving, and intellectual risk-taking. Our students will change the world using their academic and character skills.

The following are the **core values** we seek to instill in our students:

- **Respect:** We let our light shine by being kind and encouraging to others. We show compassion and help others who need help.
- **Innovate:** We use our imagination to come up with new solutions. We share our ideas and seek feedback from others. We take responsible risks and challenge the status quo to achieve meaningful impact.
- **Scholarship:** We bring our best selves to school daily and strive to achieve the highest standards.
- **Excellence:** We set goals and pursue them tirelessly; we bring an A+ attitude to school.

A five days summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program.

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, bilingual 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:

- Counseling students, individually and in groups, regarding academic readiness, discipline-related guidance issues, social and emotional development, substance abuse (if trained), conflict mediation, and graduation requirements, and making appropriate referrals
- 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
- Providing support to teacher-advisors as they develop the advisory program and their skills as advisors
- Serving as a faculty-advisor to a small "advisory group" of students throughout their duration in school, and attending professional meetings to support this work
- Maintaining current student academic records and regularly communicating with students and families' students' academic progress towards meeting graduation requirements
- Providing transitional linkage counseling support and outreach to students with IEPs
- Completing annual review cards on all students grade 7-12 as per NYS Part 100.2
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- 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
- 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 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
- 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