

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: P.S. 361

District: 30

School Site: 39-07 57th Street, Woodside, NY 11377

Send Cover Letter and Resume to: ps361q@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

The mission of P.S.361Q is to provide rigorous instruction that supports each individual child's strengths, interests, and needs. At our school, we recognize the unique gifts that each child brings to the community and believe that children learn best when they are motivated. We encourage our children to explore their curiosities, ask questions, work through real-life challenges, and collaborate with others to solve problems.

Through our work together, children will think critically, demonstrate effective problem solving skills, and communicate powerfully and compellingly with a wide-range of audiences. As a school community, we celebrate the unique gift in each child and support each child to become successful: academically, socially and emotionally in an environment of trust, safety and academic rigor that will prepare them for an ever changing global society.

We seek staff members who are passionate and committed in supporting the whole child. Candidates must have a strong commitment to positive behavior intervention approach, experience in implementing data driven student supports, knowledge of Universal Design for Learning strategies, and enthusiasm to engage in collaborative inquiry and on-going professional feedback. Maintaining a growth mind-set with a strong commitment for on-going learning is also crucial.

Being that P.S. 361Q is a culturally diverse school, we also expect all our staff members to “recognize and appreciate cultural variance, actively tune in to culturally influenced learning patterns, and be able to look beyond cultural patterns to see individuals” and the gifts they bring to our school community. (Four Steps to Cultural Competence)

A 9-day 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.

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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 Certified Guidance Counselor, bilingual in Spanish and/or Bengali 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:

- Practicing counseling to facilitate professional growth and collaboration that supports overall learning environment for students
- 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
- Documenting counseling services using case note template provided by school
- 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 transitional linkage counseling support and outreach to students with IEP's
- Maintaining regular and open communication with parents
- 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, workshops (PTA/at risk students, etc.) and other public speaking events

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
- 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

GUIDANCE COUNSELOR VACANCY CIRCULAR

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