

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

**School Name: The 30th Avenue School**

**District: 30**

**School Site: 28-37 29 Street, QUEENS NY 11102**

**Send Cover Letter and Resume to: 30thAveSchool@gmail.com**

### **POSITIONS**

Guidance Counselor

### **DESCRIPTION**

The 30th Avenue School is a citywide K-8 Gifted and Talented school. Through the inclusion of diverse student identities, inquiry-based learning, and data-driven decision-making, The 30th Avenue School will graduate students who will collaborate with others to ask meaningful questions, to solve complex problems, and to responsibly engage with their communities and beyond. Students at the 30th Avenue School receive a well-rounded education that prepares students for competitive high schools and beyond.

An 8-10-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
- Inquiry work with teachers and other staff members
- In-house committees and/or special programs

*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:

- Counseling students, individually and in groups, regarding academic readiness, discipline-related guidance issues, social and emotional development, conflict mediation, graduation requirements, and substance abuse (if trained), and making appropriate referrals
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- 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

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- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- Organizing and conducting pupil personnel committee meetings
- 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
- Attending all IEP conferences and meetings
- Facilitating active student recruitment and conducting new student intake

### **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
- Success in working collaboratively with colleagues, parents/caregivers and partners
- Ability to use data to inform counseling practices
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, STARS, AIS, SESIS)
- Knowledge of or ability to make referrals for students in need of additional services or alternative placements
- Dedication to helping children grow and learn in a demanding setting
- Evidence of success in collaborating on AIS (Academic Intervention Services) team
- Strong written and oral communication skills

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