

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

**School Name: Redwood Middle School**

**District: 28**

**School Site: 133-25 Guy R. Brewer Blvd, Queens, NY 11434**

**Send Cover Letter and Resume to: redwoodms332@gmail.com**

### **POSITIONS**

Guidance Counselor

### **DESCRIPTION**

Redwood Middle School creates a diverse, collaborative learning community where high expectations and an engaging, supportive learning environment allows all students to think critically, persevere through challenges and reach their full potential. We believe that when students are engaged, appropriately challenged, and focused on advocating for themselves and their communities that they will have a positive impact on their communities and realize their dreams.

The major components of the program at Redwood Middle School will include an extended school day for all students, advisory program with a focus on service to the community, and small group intensive classes designed to meet students where they are and move them to the next level.

A 5-10-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:

- Practicing counseling to facilitate personal growth and support student learning
- 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

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- Collaborating with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum
- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- Completing annual review cards on all students grade 7-12 as per NYS Part 100.2
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs
- Developing and maintaining partnerships with participating educational institutions, industry partners, and community-based organizations to support school initiatives including job shadowing, internships, and other academic opportunities
- Working with attendance team to help improve student attendance
- Attending all IEP conferences and meetings

### **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 assistance to staff and teachers around guidance based topics in an Advisory programs
- Knowledge of and experience with contemporary issues that affect youth living in high poverty communities and provide strategies to staff in promoting social and emotional competence throughout the building
- 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)
- Evidence of success in forming successful partnerships with community-based organizations and other organizations that offer social and emotional supports to students
- Dedication to helping children grow and learn in a demanding setting
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- 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