

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name:** Middle School 890

**District:** 22

**School Site:** 510 Coney Island Avenue, Brooklyn NY 11218

**Send Cover Letter and Resume to:** [ms890k@gmail.com](mailto:ms890k@gmail.com)

**POSITION:** Guidance Counselor

### DESCRIPTION

The community of Middle School 890 believes that a well-rounded individual, passionate about learning and committed to his or her talents, is best prepared for the demands of the modern career landscape. Through the approach of the *School-wide Enrichment Model*, the staff of M.S. 890 is committed to creating an engaging, supportive and rigorous learning environment. Our academic program, which leads students through a series of project-based, interdisciplinary units of study, frames learning experiences within the context of the real world. Teachers plan for open-ended tasks that allow for various solutions, work products, and means of showing mastery. Students are actively engaged in instruction that requires high-level thinking, discussion and collaboration with peers. As a result, students grow as independent thinkers and apply what they learn to devise solutions that have a positive impact on their world.

The ideal candidate will have the capacity and commitment to:

- Work collaboratively with teachers and other school staff to plan for high-quality extensions to learning and enrichment opportunities based on students' interests.
- Actively seek out opportunities for student enrichment that appeal to the student body, by forging relationships with local cultural institutions, places of higher learning and professionals in various fields.
- Serve as mentors to students through enrichment cohorts and will provide support during the long-term investigation of the capstone project.

A five-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 during the regular school day.

*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.

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### **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.
- 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.
- Maintaining current student academic records and regularly communicating with students and families students' academic progress towards meeting grade-level expectations and graduation requirements.
- 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.
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum.
- Organizing and conducting pupil personnel committee meetings.
- Attending all IEP conferences and meetings.
- Providing orientations (incoming students, high school application, etc.), 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.
- 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.
- 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.
- Experience collaborating on an interdisciplinary grade level team.
- Knowledge of both ELL/ESL standards and Special Education compliance requirements.
- Strong written and oral communication skills.

## **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