

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201

Posted Date: **September 19, 2008**
Deadline: **October 22, 2008**

PLEASE POST

GUIDANCE COUNSELOR ASSIGNED VACANCY CIRCULAR No. 11 for 2008-2009 School Year

Position Summary: Reporting to the Integrated Service Center (ISC) Senior Director of Student Suspensions, the ISC Student Suspension Counselor works closely with the ISC Student Suspension Data Coordinator. The ISC Student Suspension Counselor reviews suspension information/materials provided by schools, processes principals' requests for superintendent suspensions and works closely with hearing office personnel.

Reports to: Senior Director of Student Suspensions

RESPONSIBILITIES

- Approves/rejects school suspension requests, on behalf of suspending official and in accordance with the discipline code.
- Addresses, on behalf of the suspending official, pre-hearing placement issues.
- Provides ongoing assistance and support to school personnel on suspension requests and procedures.
- Provides on-going assistance to schools, School Support Organizations, and parents on suspension procedures and regulations
- Coordinates suspension requests with appropriate hearing office personnel.
- Assists in forwarding required documentation to and from home schools, hearing offices, suspension sites.
- Approves/rejects voluntary and involuntary transfer requests on behalf of the Senior Director of Student Suspensions, and collaborates with the Office of Student Enrollment Planning and Operations (OSEPO) Borough Enrollment Directors.
- Addresses relevant inquiries from parents and principals.
- Any other duties designated by the Senior Director of Student Suspensions

QUALIFICATIONS

Minimum Requirements

New York City Department of Education tenured and licensed Guidance Counselor Secondary School with at least three years of experience at the High School level

Preferred

- Evidence of capacity and willingness to carry out the above duties and responsibilities
- Documented training in conflict resolution (peer mediation and/or negotiation) and/or Life Skills Crisis Intervention and/or similar programs that promote positive student behavior preferred
- Sophisticated understanding of and ability to accurately and effectively implement the Citywide Standards of Discipline and Intervention Measures, principals' and superintendents' suspension processes
- Experience working with high need students and their families on behavioral and academic issues
- Highly organized individual with demonstrated excellent written and oral communication and interpersonal skills
- Proficiency with Microsoft Office applications

Hours: As per UFT Collective Bargaining Agreement

Salary: As per UFT Collective Bargaining Agreement

APPLICATION: **Only online applications will be accepted.**

[**Click Here to apply for the ISC Student Suspension Counselor**](#)

Applications will be accepted through October 22, 2008

NOTE: The filling of all positions is subject to budget availability.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED: *Gary Barton*
Division of Human Resources