

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Benjamin Franklin High School for Finance & Information Technology

District: 29

School Site: 207- 01 116TH AVENUE, QUEENS NY 11411

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

POSITIONS

Guidance Counselor

DESCRIPTION

The Benjamin Franklin High School for Finance & Information Technology is a new career and technical education (CTE) high school focusing on finance & information technology (IT). The school will provide industry-approved coursework (developed by the National Academy Foundation (NAF)) and recognized certifications in the fields of finance and IT. Franklin FIT will maintain partnerships with TD Bank and Queens College and students will have the opportunity to take college level courses in 11th and 12th grade. Franklin FIT curriculum will focus on communication skills, critical thinking and personal and academic planning. Our partnership with the Institute for Student Achievement (ISA) will support us in promoting the social-emotional well being of all our students. All members of staff will participate regularly in teams to plan curriculum and look at student work and engage in work to develop students' college readiness skills and give them an edge in their future careers.

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:

- 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
- Collaborating with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum

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- Providing transitional linkage counseling support and outreach to students with IEPs
- Maintaining regular and open communication with parents
- 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
- 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 (incoming freshmen, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
- Working with attendance team to help improve student attendance
- Attending all IEP conferences and meetings
- Facilitating active student recruitment and conducting new student intake
- Providing support to teacher-advisors as they develop the advisory program and their skills as advisors

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
- 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
- Knowledge of or ability to make referrals for students in need of additional services or alternative placements
- Ability and/or willingness to use or learn to use Google Apps
- 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