

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name: PS 68**

**District: 31**

**School Site: 1625 Forest Avenue, Staten Island, New York 10302**

**Send Cover Letter and Resume to: lbrown14@district31r.org**

### POSITIONS

Guidance Counselor

### DESCRIPTION

We, the PS 68 community, believe that students who engage in personalized and diverse learning experiences, instructional approaches, and academic-support strategies that are intended to address the distinct learning needs, interests, aspirations, and cultural backgrounds of individual students are empowered.

As a founding staff member, you are encouraged to participate in a five-day summer planning institute that will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. (Date TBD July/ August)

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.
- Any other opportunities you'll have in your school that are outside of guidance counselors' contractual obligations within the scope of a guidance counselor's responsibilities.

*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 professional growth and collaboration that supports overall learning environment for students
- 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
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students

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- Collaborate 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
- Maintaining regular and open communication with parents
- 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

### **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
- 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
- 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