

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

Posted Date: February 8, 2013

Deadline Date: March 11, 2013

SCHOOL SOCIAL WORKER OR GUIDANCE COUNSELOR ASSIGNED VACANCY
CIRCULAR NO. 19 (2012-2013) (Subject to Budget Availability)

POSITIONS: School Social Worker and/or Guidance Counselor
(For Internal Candidates Only)

LOCATION: OACE Region 6-Brooklyn

ELIGIBILITY: Current New York City Department of Education licensed, appointed School Social Workers or Guidance Counselors.

SELECTION CRITERIA:

- Satisfactory rating for three consecutive years
- Experience or willingness to work with adult students
- Demonstrated ability to plan and implement small or individual intake and/or testing session with students
- Demonstrated ability to design and implement on-site support for students (to assist with child care, health insurance, housing, domestic violence, food stamps, etc.), and/or to access external resources and programs
- Demonstrated proficiency utilizing Microsoft programs
- Demonstrated success in working collaboratively with other professional staff
- Demonstrated ability to maintain and open communication with students
- Excellent oral and written communications and interpersonal skills
- Commitment to continuous Professional Development
- Highly organized
- Excellent attendance and punctuality for three consecutive years
- Preference will be given to Guidance Counselors and/or School Social Workers who are in excess

DUTIES AND RESPONSIBILITIES:

- Conduct intake for Basic Education, Career and Technical Education and English as a Second Language
- Track students success, participation and/or exiting of program
- Conduct pre- and post-testing as needed for student data base
- Provide referral to other Adult Learning Centers as needed
- Provide resources and referrals to City agencies as needed
- Assist in the gathering and disseminating of student data using a web-based data system as required
- Provide necessary documentation to both internal and external agencies as required
- Develop and collaborate on internal and external events to promote school attendance, community outreach, and/or student learning

SCHOOL SOCIAL WORKER OR GUIDANCE COUNSELOR ASSIGNED VACANCY
CIRCULAR NO. 18 (2012-2013)

Page 2

- Attend professional development activities and conferences as requested or required
- Conduct follow up interviews with students who have left the program
- Provide all of the above at both onsite Adult Learning Centers as well as off -site Adult Education field sites

Salary: As per the UFT collective bargaining agreement

Schedule: As per the UFT collective bargaining agreement

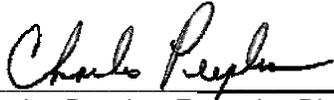
Application: Send response form resume and cover letter to:

Jontra Angrum, HR Manager
New York City Department of Education
Office of Adult and Continuing Education
475 Nostrand Avenue
Brooklyn, NY 11216

An Equal Opportunity Employer

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or convictions (except as provided by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offense and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, NY, 11201 or visit the OEO website at <http://schools.nyc.gov/OEO>.

APPROVED:



Charles Peebles, Executive Director, Office of Field Services & Information
Division of Human Resources & Talent



**Department of
Education**

OFFICE OF ADULT AND CONTINUING

475 NOSTRAND AVENUE – BROOKLYN, NY 11216

Phone: (718) 638-2635

Fax: (718) 623-2080



Dennis M. Walcott, Chancellor
Rose-Marie Mills

Superintendent

RESPONSE FORM

Position Applying For: _____

Date: _____

Last Name: _____ First Name: _____

Home Address: _____ City/State: _____
Zip: _____

Home Telephone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

File Number: _____ Social Security #: _____

New York State Certification: _____

License(s) held: _____

If you are currently working for the DOE, what is your appointment status?

Licensed, Appointed: _____ Annualized, Non Appointed: _____ Per Session: _____

School : _____ Indicate Schedule and Content Area: _____

Have you been employed in the Adult and Continuing Education Program: _____

School: _____ Dates Worked: _____

Indicate Schedule and Content Area: _____

Signature: _____