

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

Posted Date: **February 4, 2010**
Deadline: **March 10, 2010**

PLEASE POST

**GUIDANCE COUNSELOR ASSIGNED VACANCY CIRCULAR No 24. 2009-2010
for (2009-2010 School Year) (SUBJECT TO FUNDING AVAILABILITY)**

POSITION: Guidance Counselor Assigned A, Guidance Content Expert

LOCATION: District 79 CFN

ELIGIBILITY: New York City Department of Education tenured and licensed Secondary Guidance Counselor license OR Bilingual Secondary Guidance Counselor license with at least five years of satisfactory experience.

In August 2007, the DOE launched the Children First Network (CFN), a school support model designed to empower and support principals, enabling them to make the best instructional and operational decisions for their schools. An integral part of the NYC DOE's *Children First* reform's evolution, CFN's goal is to devolve as much decision-making power as possible to the people that know schools best: principals. CFN accomplishes this goal by employing a small, cross-functional team that delivers comprehensive instructional and operational support to network schools. CFN teams are entrepreneurial and cultivate innovation while providing outstanding service to approximately 25 schools.

The team works collaboratively, developing close relationships with network principals and school-based staff to deliver *comprehensive* solutions for schools.

CFN team members work to proactively and strategically build capacity in their network's schools and have the authority to execute essential transactions. Ultimately, one of CFN's major overall goals is to ensure that network team members build instructional and operational capacity in schools in their assigned areas of responsibility, thereby enabling principals to focus on improving student achievement, *Children First's* fundamental aim.

Position Summary: The CFN Guidance Counselor Assigned is a critical member of the CFN team that serves approximately 25 schools. The Guidance Counselor Assigned will provide comprehensive, specialized support for one or more of the following instructional areas: English/Language Arts, humanities, mathematics, science, TESOL, or special education. The Guidance Counselor Assigned's specialty may vary from team to team and will depend on their prior experience. CFN Guidance Counselor Assigned serves as an advisor to the CFN Network Leader.

The CFN Guidance Counselor Assigned also works closely with school-based personnel, striving to meet the Guidance Counselor Assigned's goals while driving the network's schools to meet their cumulative performance targets. All CFN team members, including the Guidance Counselor Assigned, work to engender high levels of principal satisfaction with the services and support they provide, oftentimes at school sites in two or more boroughs. The Network Team works collaboratively to support affiliated principals, who will help select team members and will have significant input into their ratings.

Reports to: Student Services Director or Network Team Leader

Direct reports: None

Key Relationships: The CFN Guidance Counselor Assigned works closely with school-based personnel in two capacities: (1) to provide comprehensive and/or specialized instructional support in English/Language Arts, humanities, mathematics, science, TESOL, or special education; and (2) to build capacity at the school level for the provision of student services.

Additionally, the CFN Guidance Counselor Assigned works with the Network Team, Division of School Support (DSS) management team, and central leadership to ensure that each network school is receiving high-quality, targeted support and guidance. Team members work together to ensure that the entire team employs best practices in network support and that service to principals is seamless and coordinated.

RESPONSIBILITIES

- Professional development/Capacity building
 - Provide professional development and guidance to school-based personnel in the Content Specialist's area of expertise to improve student achievement, accelerate student learning, and ensure compliance.
 - Assist school-based personnel in capturing and disseminating knowledge to and from schools. This includes best practices at the school and support organization levels.
 - Leads team in the customization of services, pilot programs and initiatives to meet the unique needs of principals and their respective schools.

- Transactions
 - Advocate/liaise with the Network Team, DSS management team, and central entities when necessary to ensure that transactions are executed to meet compliance mandates and schools' satisfaction.
 - Performs transactions related to assigned instructional area(s) and advocates/liaises with the DSS management team and central entities when necessary to ensure operational transactions are finalized to the satisfaction of the schools.
 - Supervises the tracking of complaints and their resolutions, and oversees quality assurance for student placement, youth development and family support services functions.
- Problem-solving
 - Provide guidance and resources to Principals, school administrators, and school-based personnel within their network to increase capacity and autonomy of each school. This includes frequent school visits to trouble-shoot and provide one-on-one support as necessary.
- Strategic coaching
 - Provide strategic coaching to principals and CFN staff to engender effective instructional practice and/or the provision of high-quality special education services.
- Advocacy
 - Serve as an advocate for schools, engaging CFN leadership in potential policy changes.
 - Identify shared challenges and advise accordingly regarding policy updates or changes.
 - Advance a service-oriented culture designed to attain high levels of principal satisfaction with the services and support the network provides.
- Communications
 - Support principals' work to capture and disseminate knowledge among network schools. This includes best practice-sharing related to instructional and student service issues, and facilitating staff inter-network collaboration.
 - Provide critical, technical information as available from DSS management teams, including central policy and process updates and changes.

Relationship to other DOE support structures

- Liaise, as appropriate, with the DSS management team and central leadership for purposes of fulfilling principal and school needs that must escalate beyond the network team.
- Identify complex and systemic needs of schools in the network and arrange for the provision of services to meet those needs; serve as an advisor to the other team members on student services-related questions.
- Advise principals on when and how to seek additional resources and/or expertise from the system.
- Assume a leadership role in shaping the internal and external market, assisting the team in identifying services for schools.
- Work collaboratively with the other CFN network team members to share best practices and foster the network's cross-functionality.

SELECTION CRITERIA:

- Understanding of, and sensitivity to, the emotional, social and academic needs of students. Knowledge of national and state standards for counseling.
- Experience working in or with secondary schools.
- Ability to provide methods, techniques and counseling strategies to counselors serving mandated and non-mandated students.
- Ability to communicate student needs and community needs.
- Proactive self starter and promote positive behavior management.
- Excellent communication skills.
- Ability to travel within an assigned borough.
- Strong computer skills.

DUTIES AND RESPONSIBILITIES:

- Provides counseling expertise to school-based staff.
- Proactively engages principals to address counseling needs in their schools, as demonstrated by data, and connects schools to appropriate resources and services.
- Promotes the availability of services related to college awareness and accesses services in order to create early opportunities for success.
- Develops and shares best practices in counseling programs with CFN and OSYD colleagues.
- Supports schools in their compliance with mandated responsibilities in such areas as mandated counseling, military recruiting, etc.
- Shares knowledge of State and Chancellor's Regulations pertaining to high school guidance areas such as regulations surrounding high school graduation requirements.
- Recommends and brings in outside vendors to provide counseling services as requested. Shares information about successful programs and strong vendors with other borough staff.
- Collaborates with schools to develop internal capacity including the availability of alternative schools and programs and topics such as adolescent development, conflict mediation and resolution, small and large group counseling, crisis intervention and career and college counseling.

- HOURS:** As per UFT Collective Bargaining agreement
- WORK YEAR:** As per UFT Collective Bargaining agreement
- SALARY:** As per UFT Collective Bargaining Agreement
- APPLICATION:** Please apply in writing by email, expressing your interest and qualifications including resume, and file number by close of business **on:**
March 10, 2010 5p.m to:
CFNrecruiter@schools.nyc.gov

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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, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses 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 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: *Gary Barton*
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Division of Human Resources