

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: PS 62

District: 31

School Site: 644 Bloomingdale Road, Staten Island, New York 10309

Send Cover Letter, Resume and Portfolio to: PS62StatenIsland@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

PS 62 is a stimulating learning environment in which our team of dedicated and highly-trained staff, together with the support and partnership of parents and families, provides quality education in a well-resourced building which addresses the individual needs of our students. Each day, we will seize the opportunity to build creative problem solvers and analytical thinkers. We are equally committed to developing and nurturing the whole child to ensure that they become compassionate leaders who can make a positive difference in society. At PS 62, we believe that every child has a unique gift and something special to contribute to their community.

In addition, as we create and sustain strong partnerships, and nurture relationships, with various community organizations, “real world” experiences will further enhance the academic and social development of every student. The PS 62 community will strive to grow leaders in sustainability. Together, we will lead change in society from being wasteful energy consumers to efficient energy conservationists.

A 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:

- 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.

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

New York State Certified Guidance Counselor, 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:

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- 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
- Collaborate with teachers and administration to assist in creating individual plans for students to support the academic, social and emotional development of students within the school community
- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- Maintaining current student academic records and regularly communicating with students and families regarding students' academic progress towards meeting grade-level requirements
- Organizing and conducting pupil personnel committee meetings and response to intervention meetings, as well as facilitating professional developments, workshops and other public speaking events for the school community
- Maintaining regular and open communication with parents
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs and then attending all IEP conferences and meetings
- 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
- Willingness to be trained in a leadership development program and spearhead the implementation of the program for the entire school community
- 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 and provide professional development to staff and teachers around the social and emotional development of students
- Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development
- 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 and commitment to leading the RTI and PPT Teams within the building
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. STARS, AIS, SESIS)

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- 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
- Dedication to helping children grow and learn in a demanding setting
- Experience collaborating on an interdisciplinary grade level team
- 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