

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

**Posted Date:** September 10, 2014  
**Deadline Date:** October 9, 2014

**GUIDANCE COUNSELOR ASSIGNED VACANCY CIRCULAR NO. 23 (2014-2015 )**  
**SUBJECT TO BUDGET AVAILABILITY**

**POSITION:** Guidance Counselor Assigned A

**LOCATION:** Office of Guidance and School Counseling  
52 Chambers Street,  
New York, New York 10007

**ELIGIBILITY:** New York City Department of Education (D.O.E) tenured and licensed  
Guidance Counselor with satisfactory ratings for the past five years

**RESPONSIBILITIES:**

Reporting to the Senior Executive Director in the Office of Guidance and School Counseling, the Senior Program Manager takes the lead on planning and presenting professional development, develops tools and materials, and works with Network staff, and counselors on all matters concerning the provision of related services counseling, K-12.

- Collaborate with the Senior Executive Director in the creation of tailored resources for schools in the area of related services counseling.
- Conduct review of currently available research of national models and best practices pertaining to counseling students with Individualized Educational Plans (IEPs) and create professional development sessions to present these models and best practices to school counselors.
- Review DOE data to identify schools in need of support and liaise with field staff to deploy resources appropriately.
- Work with principals and Networks to ensure the creation and delivery of an effective professional development plan for related services counselors.
- Lead the creation of age appropriate resources to support career and post-secondary development for students, to be used in conjunction with related services counseling.
- Work with field staff to identify best practices in supporting students with IEPs.
- Connect counselors and school administrators to other offices within the DOE that support related areas, e.g. student enrollment, promotion policy, and post-secondary readiness.
- Act as the primary central resource for all questions and concerns regarding mandated services counseling.
- Lead professional development for Networks and school staff on school guidance topics such as Comprehensive Guidance Programs including personal social development, academic achievement, and career development.
- Serve as the liaison between the Office of Guidance and School Counseling and the Office of Related Services.

**SELECTION CRITERIA:**

- Strong background in related services counseling.
- Knowledge of all DOE policies and procedures regarding guidance and promotion requirements.
- Exceptional project management and leadership skills.
- Demonstrated ability to learn and understand complex organizations.
- Experience providing professional development to audiences of various sizes.
- Familiarity with DOE systems, including ATS and OORS.
- Proficient in Microsoft Office Applications including (Word, Excel, PowerPoint and Outlook).

**WORK YEAR:** As per UFT Collective Bargaining Agreement

**HOURS:** As per UFT Collective Bargaining Agreement

**SALARY:** As per UFT Collective Bargaining Agreement

**APPLICATION:**

Please send cover letter describing related experience and current resume, no later than **October 9, 2014**, to:

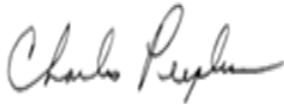
Attention: Lois Herrera – Guidance Counselor Assigned A  
Office of Guidance and School Counseling  
52 Chambers Street, Room 218  
New York, NY 10007

**or**

via email to: [Lherrer@schools.nyc.gov](mailto:Lherrer@schools.nyc.gov)

**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 1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>



**APPROVED:** \_\_\_\_\_

**Charles Peeples, Executive Director, Office of Field and Information Services  
Division of Human Resources**