

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

Posted Date: June 18, 2009

Deadline: June 24, 2009

GUIDANCE COUNSELOR ASSIGNED VACANCY CIRCULAR No. 32 for 2009-2010 SCHOOL YEAR (SUBJECT TO BUDGET AVAILABILITY)

POSITION: Guidance Counselor Assigned A

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.

LOCATION: Time will be divided among John Bowne High School; PS/IS 499 and Queens School of Inquiry (QSI)

POSITION SUMMARY:

The College and Career Institute Coordinator will be responsible for implementing the College and Career Institute model developed by Queens College in partnership with the Queens School of Inquiry in three District 25 schools: PS/IS 499, Queens School of Inquiry (QSI) and John Bowne High School. This position is created through a three year Federal Department of Education grant to enhance Counseling services in the participating schools. Other partners in the grant include: Queens College, Columbia University and The Child Center of NY. The grant is managed through The Queens Office of Youth Development.

PREFERRED QUALIFICATIONS:

- Five (5) years experience in school counseling on the high school and/or middle school level
- Excellent written and oral communication skills
- Experience in collaboration with community organizations and colleges
- Demonstrated ability to work with parents, teachers and other school community partners
- Successful experience in college advisement with students

Reports to: OYD Grant Project Director

Responsibilities:

- Gain knowledge of the College and Career Institute model to date, including familiarization with the curriculum and its application at QSI.
- Help develop an action plan for the College and Career Institute implementation and be accountable to evaluators and entire team for deliverables.
- Initiate the College and Career Institute in PS/IS 499 and John Bowne High School.
- Facilitate the implementation and coordination of the College and Career Institute in all 3 schools.
- Lead a team of professionals in writing curriculum as appropriate for targeted grades and academic levels for the participating schools.
- Coordinate the integration of the College and Career Institute with the entire grant project which includes, but is not limited to, maintaining regular communication among partners and preparing regular reports.
- Design and lead college and career oriented workshops for parents.
- Working with staff and parents, develop a resources identification tool, such as a data base of services; booklet, etc.
- Collect and analyze data to make recommendations for interventions and referrals as it relates to the College and Career Institute.
- Perform other tasks as requested by the Director and required by the grant.

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Office of Youth Development**

HOURS: As per UFT Collective Bargaining Agreement

WORK YEAR: As per UFT Collective Bargaining Agreement

SALARY: As per UFT Collective Bargaining Agreement

APPLICATION: **Send a** letter of application, resume and a copy of your Department of Education license by **Wednesday, June 24, 2009** via e-mail to:

Ann Ensinger aensing@schools.nyc.gov

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APPROVED: *Gary Barton*
Gary Barton
Division of Human Resources