

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name: Business Technology Early College High School**

**District: 26**

**School Site: 230-17 HILLSIDE AVENUE, QUEENS NY 11427**

**Send Cover Letter and Resume to: btechschoolbox@gmail.com**

### POSITIONS

Guidance Counselor

### DESCRIPTION

Business Technology Early College High School (BTECH) is a new 9-14 school opening in September 2014. Students entering 9th grade will have up to six (6) years to complete their HS requirement and earn an associate degree from Queensborough Community College of the City University of New York (QCC), at no cost to the student. The school is in partnership with SAP – an international company that specializes in business enterprise software. Students will enroll in dual-credited courses and participate in work based learning experiences, such as mentoring, job site visits, apprenticeship and internships. Successful completion of the high school and college degree programs, earns the students opportunities for employment at SAP or in the thousands of companies around the globe who run SAP software. BTECH's mission is to combine academic excellence with technical aptitude thus empowering students to be successful in our modern, information-based global economy and community. BTECH students will develop strong technical, design, and communication skills, and they will graduate with professional certifications and the workplace experience necessary to give them a competitive edge in tomorrow's employment marketplace.

A 5-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
- Inquiry work with teachers and other staff members
- In-house committees and/or special programs

*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

Licensed certified Guidance Counselor in New York City schools, bilingual Urdu preferred, 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:

- Practicing counseling to facilitate personal growth and support student learning
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum

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- Serving as a faculty-advisor to a small “advisory group” of students throughout their duration in school, and attending professional meetings to support this work
- Participating in regular faculty development and being involved in collaborating on the school’s guidance program
- Guiding students in preparing their college and career readiness plans by assisting with registration for PSAT and SAT, registration and preparation for filing the FAFSA, and preparation and mailing of college applications
- 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
- Facilitating active student recruitment and conducting new student intake

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Knowledge of and experience with contemporary issues that affect youth living in high poverty communities and provide strategies to staff in promoting social and emotional competence throughout the building
- Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development
- Ability to use data to inform counseling practices
- Dedication to helping children grow and learn in a demanding setting
- Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture
- Ability and/or willingness to use or learn to use Google Apps
- 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