

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Herbert H. Lehman High School (08X405)

District: 08

School Site: 3000 East Tremont Avenue, Bronx, NY 10461

Send Cover Letter and Resume to: staffing@lehmanhs.com by April 8, 2016

(Subject to Budget Availability)

POSITIONS

Guidance Counselor

DESCRIPTION

The mission of Lehman High School is encapsulated in our five core values “PRIDE”: **Professionalism, Rigor, Inquiry, Development, Engagement**. Our aim is to develop students’ critical reading, writing, speaking and listening skills. These academic competencies, grounded in rigor, emphasize college and career readiness and more importantly, build cognitive, aesthetic, moral, psychosocial and developmental capacity in each of our students so that they are prepared to be the architects of their lives and contributors to their community. Our arts, technology and engineering tracks are dedicated to ensuring that our students are provided a myriad of opportunities to go beyond traditional core studies and partake in additional academic and artistic pursuits.

Our core values are rooted in academic complexity, collaboration, and social-emotional support systems. Taken together, they push our entire school community to enact our mission and speak collectively to what we do inside and outside of the classroom to help our students meet their individual academic and personal goals.

A mandatory 5-day summer planning institute from August 29, 2016 to September 2, 2016 will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for teachers to participate in:

- After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
- In-house school committees and/or special programs, other than mandated professional development and common planning time.

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, with satisfactory ratings and attendance.

DUTIES AND RESPONSIBILITIES

Because roles in 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:

- Practice counseling to facilitate professional growth and collaboration that supports overall

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learning environment for students

- Counsel 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, making appropriate referrals and documenting counseling services.
- Collaborate on developing and implementing behavior intervention plans to support the academic, social and emotional development of students
- Maintain current student attendance and academic records using the New Visions Data Tracking Tool to regularly monitor students' progress towards meeting graduation requirements
- Guide 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
- Actively participate in attendance and pupil personnel committee meetings
- Provide transitional linkage counseling support and outreach to students with IEPs
- Complete annual review cards on all students grade 7-12 as per NYS Part 100.2
- Maintain regular and open communication with students and parents/guardians via conferences, phone calls, emails, Skedula, written correspondence, etc.
- 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
- Facilitate orientations (incoming freshmen, college, and work fairs etc), workshops (PTA/at risk students, student recruitment etc) and other school events
- Assisting with the design of student programs to ensure fulfillment of all New York State graduation requirements and, where needed, make referrals for students in need of additional services or alternative placements

SELECTION CRITERIA

The successful candidate will demonstrate 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 support staff and teachers around the social and emotional development of students
- Knowledge of and experience with contemporary issues that affect adolescents, including those living in high poverty communities, and provide strategies to staff in promoting social and emotional competence throughout the building
- Commitment to professional growth (i.e. conferences, formal education, professional reading)
- A growth mindset to continuously monitor progress and assess effectiveness in enhancing student achievement
- Success in working collaboratively with colleagues, parents/caregivers and community partners
- Experience with displaced youth, and gang prevention preferred, as well as issues facing LGBT youth
- Success in maintaining 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
- Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture

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- Knowledge of both ELL mandates and Special Education compliance requirements
- Ability to use or willingness to learn NYCDOE systems, New Visions Data Tracking Tool, and communication platforms used at Lehman High School, including Google Apps and Skedula.
- Strong written and oral communication skills

In addition to the cover letter, resume, and interview, guidance counselor candidates may present supplemental materials which may include, but are not limited to, a professional portfolio of your activities and achievements.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement

APPEALS PROCESS

For current DOE Internal Applicants Currently Serving at this School Only: All applicants will be notified, in writing, whether or not they have been selected by the Staffing Committee. Applicants who have not been selected shall be notified of how to appeal the Committee's decision, if they so choose. The decisions of the Staffing Committee shall be grievable and arbitrable using the same process and implemented in the same manner as the Expedited Arbitration Procedure for the SBO Transfer and Staffing Plan (including, but not limited to, Article 22E2 of the collective bargaining agreement covering teachers for 2000-2003 and the practices that were established by the parties).

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, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. 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/Offices/GeneralCounsel/Investigative/OEO/default.htm>