

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name:** Fordham Leadership Academy for Business & Technology

**District:** 10X438

**School Site:** Theodore Roosevelt Campus, 500 E. Fordham Rd., Bronx, NY 10458

**Send Cover Letter and Resume to:** [fordhamleadershipstaffing@gmail.com](mailto:fordhamleadershipstaffing@gmail.com) by April 15, 2016  
(Subject to Budget Availability)

### POSITIONS

Guidance Counselor

### DESCRIPTION

*“At Fordham Leadership Academy, we cater to the whole child by our unwavering commitment to develop future leaders that are prepared for the challenges of the 21st century via academic excellence and character development.”*

As part of this position, all faculty will attend a 5-day summer professional learning institute, August 29th - September 2nd, which will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program.

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 in New York City schools, 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:

- Collaborating with staff members on the development of the socio-emotional needs of students as part of the Pupil Personnel Team (Youth Development Team)
- Serving as a mentor to a small group of students throughout their duration in school, and attending professional meetings to support this work
- Counseling students, individually and in groups, regarding discipline, social and emotional development, substance abuse, conflict mediation, and making appropriate referrals
- Maintaining regular and open communication with parents
- 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
- Providing strategies and collaborate with teachers to address and promote social and emotional competence across the school community
- Participating in community outreach events that foster healthy family involvement
- Working collaboratively with staff and families to address attendance issues and help improve students' attendance

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- Provide and maintain academic planning and support, including but not limited to, programming, academic progress monitoring, college and career readiness, and post-secondary planning (PSAT, SAT, FAFSA, etc.)
- Maintaining current student academic records and regularly communicating with students and families students' academic progress towards meeting graduation requirements

### **SELECTION CRITERIA**

The successful candidate will demonstrate a willingness to carry out the above duties and responsibilities and will meet the following criteria:

- Ability to collaborate with staff and participate in mentoring program
- 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
- Evidence of successful preventive strategies with regard to discipline, social and emotional development, substance abuse, conflict mediation, and crisis intervention services
- Ability and/or willingness to use or learn to use Google Apps and NYCDOE systems
- Ability or willingness to develop conflict resolution programs including, but not limited to, restorative justice and peer mediation
- Evidence of success leading workshops and discussions with/for parents
- Ability to effectively communicate orally and writing with colleagues, parents, students, and the community
- Commitment to continuous professional growth (e.g. professional development, formal education, professional literature)
- Evidence or willingness to provide effective academic planning and support, including but not limited to, programming, academic progress monitoring, college and career readiness, and post-secondary planning (PSAT, SAT, FAFSA, etc.)
- Ability and/or willingness to maintain current student academic records and regularly communicating with students and families students' academic progress towards meeting graduation requirements

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.

### **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).

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### **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/>