

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name: Isobel Rooney Middle School 80**

**District: 10**

**School Site:** 149 E. Mosholu Parkway North, Bronx, NY 10467

**Send Cover Letter, Resume and Portfolio to:** [ms80staffing@10x80.com](mailto:ms80staffing@10x80.com) by May 6, 2016

(Subject to Budget Availability)

### POSITIONS

Subject to sufficient budget, positions in the school may include the following title:

**Guidance Counselor** (1 Position).

### DESCRIPTION

Our mission is to empower students with 21st century skills that prepare them for secondary education, college, and beyond. We cultivate a learning community that transforms teaching and learning through the integration of technology. Together as a team, we strive for excellence.

Must be able to attend a 5-day summer planning institute that will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program.

***The 5-day institute will scheduled on:***  
**August 29, 2016-September 2, 2016**  
**(Times-TBD)**

*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, Bilingual Spanish and/or Bengali preferred, with satisfactory ratings and attendance.

### DUTIES AND RESPONSIBILITIES

Roles in 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:

- Counseling 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, and making appropriate referrals
- Collaborate with school community to develop and implement behavior intervention plans to support the academic, social-emotional development and mental health needs of students
- Maintaining current student academic records and regularly communicating with students and their families regarding academic progress towards meeting graduation requirements
- Guiding students in preparing their college and career readiness plans by assisting with high school application process, portfolio preparation for specialized high schools and articulation process
- 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
- Coordinating and facilitating orientations for incoming students, high school articulation, and career fairs, workshops (PTA/at risk students etc.) and other community events
- Working with attendance team to help improve student attendance

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- Attending all IEP conferences and meetings
- Active outreach and collaboration with elementary schools

### SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness and ability to carry out the above duties and responsibilities

- 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
- Experience preferred, but willingness to be trained in providing counseling strategies for substance abuse, displaced youth and gang prevention
- Familiarity with professional literature, best practices in social-emotional intelligences and adolescent development
- Ability to retrieve, organize and analyze student data using all NYCDOE data systems (e.g. STARS, AIS, SESIS, Skedula, Google Docs)
- Willingness to form successful partnerships with community-based organizations and other organizations that offer social-emotional support to students
- Knowledge and ability to make referrals for students in need of additional services or alternative placements
- Strong knowledge of college readiness, college preparation and willingness to assist in the development of a high school and college-bound school culture
- Knowledge of ELL/ENL and Special Education compliance requirements
- Evidence of success in collaborating on AIS (Academic Intervention Services) and School-Based Support Teams.
- 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

### 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>