

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name: Boys and Girls High School**

**District: 16**

**School Site: 1700 Fulton St. Brooklyn, NY 11213-1235**

**Send Cover Letter and Resume to: [ApplytoBGHS@gmail.com](mailto:ApplytoBGHS@gmail.com) by June 8, 2015**

**Subject to budget availability**

### POSITIONS

Guidance Counselor

### DESCRIPTION

The mission of Boys and Girls High School is to provide our diverse student population with a rigorous college preparatory education involving extra and co-curricular activities, and a supportive environment that recognizes individual learning styles and strengths. We prepare all graduates to achieve their full academic potential, make positive choices and have a plan for life after high school. The goal will be accomplished by having teachers and students think critically and work conscientiously to develop themselves individually in order to make positive contributions to the local and global communities. As such, Boys and Girls High School is recruiting staff who are committed and dedicated to making this mission a reality.

A mandatory planning institute from August 31 to September 4 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.
- Daytime professional development such as inquiry work, inter-visitations, teacher common planning, and collaborative conversation

### ELIGIBILITY REQUIREMENTS

Licensed certified Guidance Counselor in New York City schools with satisfactory ratings and attendance.

### DUTIES AND RESPONSIBILITIES

Because roles in Renewal 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, and documenting counseling services using the note template provided by school
- Collaborate on developing and implementing behavior intervention plans to support the academic, social and emotional development of students
- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- Maintaining current student academic records and regularly communicating with students and their families on students' academic progress towards meeting graduation requirements
- 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

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- Participate in all personnel related meetings and committees.
- Provide transitional linkage counseling support and outreach to students with IEP's
- 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 student recruitment and provide orientations (incoming freshmen, college, and work fairs etc.), workshops (PTA/at risk students, etc.) and other public speaking events
- Assisting with the design of student schedules to insure fulfillment of all New York State graduation requirements
- Working with attendance team to help improve student attendance
- Commitment to continued professional growth

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Willingness 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—experience is preferred, but a willingness to be trained is required), and conflict mediation
- Ability, including familiarity with professional literature and best practices, to offer leadership to staff and teachers around the social and emotional development of students
- Knowledge of and experience with contemporary issues that affect adolescents living in high poverty communities, including but not limited to displaced youth and gang prevention, and provide strategies to staff in promoting social and emotional competence throughout the building
- Ability to use data to inform counseling practices
- Ability to retrieve, organize, and report student data using all relevant NYCDOE data systems
- Evidence of 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
- Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture
- Experience collaborating on teams, such as inter-disciplinary grade level team and AIS (Academic Intervention Services) team
- Knowledge of both ELL/ESL and Special Education compliance requirements
- 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

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### **APPEALS PROCESS**

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>