

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

**School Name: P.S. 483**

**District: 11**

**School Site: P.S. 483, 4520 Matilda Avenue, Bronx, New York 10470**

**Send Cover Letter and Resume to: [PS483X@gmail.com](mailto:PS483X@gmail.com)**

### **POSITIONS**

Guidance Counselor

### **DESCRIPTION:**

At P.S. 483, we will work together to prepare students for the challenges of the 21<sup>st</sup> century. We will develop creative and critical thinking skills through rigorous and engaging standards-based learning tasks. Thoughtful, collaborative, decision-making will support a positive environment where we can all take risks and exhibit independence, pride, and respect for ourselves and others. At P.S. 483 students will develop strong foundational skills and expand those abilities every year and investigate real-world problems and find creative ways to solve them through research and technology.

A 10 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
- In-house school committees and/or special programs.
- Inquiry work with teachers and other staff members and collaborative conversation among all staff members.

*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, 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:

- Counseling to facilitate professional growth and collaboration that supports overall learning environment for students
- 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
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students

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- Participating in regular faculty development on social/emotional growth and being involved in collaborating on the school's guidance program
- Maintaining current student academic records and regularly communicating with students and families students' academic progress towards meeting graduation requirements
- Maintaining regular and open communication with parents
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- Providing orientations (incoming Kindergarten, new admits), workshops (PTA/at risk students) and other public speaking events
- Working with attendance team to help improve student attendance

### **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), and conflict mediation
- Ability to offer leadership to staff and teachers around the social and emotional development of students
- Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development
- Commitment to developing professional goals and objectives in collaboration with the administration that will monitor progress and assess effectiveness in enhancing student development and achievement
- Success in working collaboratively with colleagues, parents/caregivers and partners
- Ability to use data to inform counseling practices
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, STARS, AIS, SESIS)
- Evidence of success in forming successful partnerships with community-based organizations and other organizations that offer social and emotional supports to students
- Dedication to helping children grow and learn in a demanding setting
- Evidence of success in collaborating on AIS (Academic Intervention Services) team

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