

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: City Knoll Middle School

District: 02

School Site: PS 51, 525 West 44th Street, Manhattan, NY 10036

Send Cover Letter, Resume and Portfolio to: cityknollms@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

City Knoll Middle School (www.cityknollms.org) prepares students to realize their dreams through dedication to academic excellence, collaboration, and creativity. We aim to empower our school community with the knowledge that the process of utilizing words and images on a page, or utilizing new media and technologies to communicate a message can move ideas and information to the hearts and minds of others and potentially produce a call to action. We develop and support creative, inquisitive, articulate, well-informed individuals who upon graduation are capable of successfully shaping their own futures.

City Knoll Middle School integrates the arts, multimedia and new technologies to support the presentation of knowledge and ideas through public speaking and performance with opportunities for student choice, real world experiences, field work, and the use of community resources. Rigorous Common Core aligned learning is connected to student interests through project-based units of study that culminate in opportunities to present knowledge to authentic audiences in regular celebrations of achievement. We are seeking a Guidance Counselor with a commitment to a positive approach through a comprehensive school counseling program of developmental, preventive, remedial, and responsive services, to address the academic development, and personal/social development of students.

A 10-15 day summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. We believe that all staff members play an important role in the education of our students; therefore the school will offer opportunities for social workers to support and participate in activities such as:

- After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
- In-house school committees and/or special programs.
- Professional development such as inquiry work, intervisitations, collaborative conversation among all staff members, study groups, and community building retreats

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, bilingual Spanish preferred, 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:

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- Practicing 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
- Providing support to teacher-advisors as they develop the advisory program and their skills as advisors
- Serving as a faculty-advisor to a small “advisory group” of students throughout their duration in school, and attending professional meetings to support this work
- Maintaining current student academic records and regularly communicating with students and families students’ academic progress towards meeting graduation requirements
- Completing annual review cards on all students grade 7-12 as per NYS Part 100.2
- Maintaining regular and open communication with parents
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- Facilitating active student recruitment and conducting new student intake

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
- 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 retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, AIS, SESIS)
- 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
- Dedication to helping children grow and learn in a demanding setting
- Knowledge of both ELL/ESL standards and Special Education compliance 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 or staff development representative.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement