

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

**School Name: Inwood Early College for Health & Information Technologies**

**District: 06**

**School Site: 650 Academy Street, New York NY 10034**

**Send Cover Letter and Resume to: inwoodearlycollege@gmail.com**

### **POSITIONS**

Guidance Counselor

### **DESCRIPTION**

The mission of the Inwood Early College for Health & Information Technologies is to prepare young people for collegiate, professional, personal, and social success. Immersed in seamlessly integrated high school, college, and workplace learning experiences, our students will graduate as well rounded young professionals with advanced educational and career achievements in information technology and health information technology, prepared to further transform themselves, their communities, and the world. Inwood Early College for Health & Information Technologies is a new career and technical education (CTE) high school focusing on information technology, including hardware and software development, installation, networking, and support, and health information technology, administration, and management. The school will have a six-year, integrated curricular program that is deeply rooted in project-based learning, asking students to use the skills they learn in computer technology classes across the disciplines to think deeply and critically about the impact of technology, the role of information technology in the context of healthcare, and the impact of the creation and availability of massive amounts of information on their lives, their communities, and the world we share. All curricula will focus on school-wide essential questions that ask students to explore who they are as learners, members of communities, collegians and young professionals, and as future leaders who will change the world around us. Students will take classes on the campus of our CUNY partner, participate in internships with our industry partners and community-based organizations, and complete a capstone project aimed at demonstrating their readiness for college and career.

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
- Inquiry work with teachers and other staff members
- In-house committees and/or special programs
- Externship opportunities in order to deepen their understanding and grounding of curricular projects in the IT and HIT industries

*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**

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

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 students, individually and in groups, regarding academic readiness, discipline-related guidance issues, social and emotional development, conflict mediation, graduation requirements, and substance abuse (if trained), and making appropriate referrals
- Documenting counseling services using case note template provided by school
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- Collaborating with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum
- 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
- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- 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
- Organizing and conducting pupil personnel committee meetings
- Providing transitional linkage counseling support and outreach to students with IEPs
- Completing annual review cards on all students grade 7-12 as per NYS Part 100.2
- Assisting with the design of student schedules to ensure fulfillment of all New York State graduation requirements

### **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
- Ability to offer assistance to staff and teachers around guidance based topics in an Advisory programs
- Knowledge of and experience with contemporary issues that affect youth living in high poverty communities and provide strategies to staff in promoting social and emotional competence throughout the building
- 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, STARS, AIS, SESIS)

## **GUIDANCE COUNSELOR VACANCY CIRCULAR**

- 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
- Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture
- 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