

New York City Department of Education  
Division of Human Resources  
65 Court Street  
Brooklyn, New York 11201

**PLEASE POST**

Posted Date: September 20, 2007  
Deadline: October 18, 2007

**VACANCY CIRCULAR # 5, 2007-2008 Revised**

**POSITION ('s):** Suspension Program GUIDANCE COUNSELOR (1 pos.) and SCHOOL SOCIAL WORKER (2 pos.)

**LOCATION:** Note: You are not applying to a specific site. Site placement decisions will be made after the interview process.

**Description:** Middle and High School Suspension Centers are located in four boroughs of NYC. These sites service 60 students who have committed level five offenses according to the Chancellor's code of discipline. They range from grades 6-12 and are suspended for one calendar year. The program works with Special education, General and ELLs providing them with standard based educations and is credit bearing. Students on the middle school are provided instruction enabling them to pass state test in ELA, Math, Science and Social Studies. Working in conjunction with DOE/CBO, many of these sites are located in Community Based Organizational facilities. Numerous students attending these sites have experienced academic failure, poor attendance and have made poor behavioral choices. Diagnostic test administered during intake show below grade average in reading and math. Evidence of success has resulted when students are placed in small structure instructional settings with non traditional teaching methods. Students also reach stride emotionally and socially when relationships are established within the learning communities comprised of caring adults which includes Administration, Guidance and CBO counselors, teachers and other support staff

**ELIGIBILITY REQUIREMENTS:**

Valid New York City Department of Education license and/or New York State Certification in Guidance Counseling or School Social Work.

**DUTIES AND RESPONSIBILITIES:**

- Work in non-traditional settings and collaborate with non-DOE partners.
- Work closely with parent coordinator on parent outreach.
- Counsel students, individually, and in small groups, regarding academic readiness, discipline, attendance, social and emotional development, substance abuse, conflict mediation, graduation requirements, college admission, career planning, etc., and make appropriate referrals.
- Conduct intake interviews and develop individual student educational plans.
- Trained in or willingness to be trained in conflict resolution.
- Provide support to teacher-advisors/mentors as they develop the advisory program and their skills as advisors.
- Organize and conduct orientations (incoming freshmen, college and work fairs, etc.), workshops (PTA/ at-risk students, etc.), and other public events.
- Participate in regular faculty development, reflective practice, and professional organizations.

**SELECTION CRITERIA**

- Satisfactory rating for the most recent three years of service.
- Excellent written and verbal communication skills.
- Documented record of excellent attendance and punctuality.
- Ability to maintain positive relationships with supervisors, colleagues, as well as students, and parents/guardians
- Experience working with at-risk youth in transitional settings.
- Experience in creating individual plans for at-risk youth to overcome previous social/emotional challenges.
- Willingness to help students to overcome obstacles to obtain HS diploma or GED .

**WORK SCHEDULE AND SALARY: As per Collective Bargaining Agreement**

**APPLICATION:** Please specify: "Guidance Counselor" or "School Social Worker" in your cover letter.

Contact, Mairria Barry, APO

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**EQUAL OPPORTUNITY EMPLOYER M/F/H**

APPROVED: *Gary Barton*

Gary Barton

Division of Human Resources