

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Fort Hill Collaborative Elementary School

District: 31

School Site: 80 MONROE AVENUE, STATEN ISLAND NY 10301

Send Cover Letter and Resume to: nyc.ps10R@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

The Fort Hill Collaborative Elementary School, a neighborhood school, prepares students to become leaders who leverage effective habits to ensure social, emotional and academic success. We believe students learn best when they are provided with collaborative learning experiences where they can demonstrate the application of their knowledge through hands-on projects. We use and model higher order questioning to promote student critical thinking and multiple approaches to problem-solving; utilize "lab" investigations to give them real-world experiences and opportunities to work cooperatively; and integrate The Leader in Me Program to develop personal leadership skills and live our core values. We will foster a love of learning and discovery through interdisciplinary projects that emphasize Mathematics and in the Sciences.

Our community of learners will consist of dedicated, motivated, highly qualified educators and staff who are committed to working as a collaborative team to ensure our students are reaching their full academic and personal potential.

A 6-8-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
- Parent outreach and engagement

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:

- Practicing counseling to facilitate personal growth and support student learning

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- 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
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum
- 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
- Organizing and conducting pupil personnel committee meetings
- Providing transitional linkage counseling support and outreach to students with IEPs
- Maintaining regular and open communication with parents
- Identifying and making appropriate referrals to meet and support students’ academic, social, and/or mental health needs
- Working with attendance team to help improve student attendance
- Attending all IEP conferences and meetings

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to offer leadership to staff and teachers around the social and emotional development of students
- 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 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
- Knowledge of or ability to make referrals for students in need of additional services or alternative placements
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- Strong written and oral communication skills
- Willingness to implement The Leader in Me program for student socio-emotional support

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.

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WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement