

New York City Department of Education
of the City School District of New York
Division of Human Resources
65 Court Street
Brooklyn, NY 11201

Posted Date: April 14, 2009

Deadline Date: May 15, 2009

GUIDANCE COUNSELOR VACANCY CIRCULAR No. 24, 2009-2010

POSITION: Counselor as Intervenor in the Peer Intervention Program (effective September, 2009). This position is subject to availability of funding.

The Peer Intervention Program (Article 15.1, 2007-2009 Agreement) provides peer assistance on a voluntary, confidential basis to participants who believe that their competence will benefit from such assistance. Intervenors work individually on an ongoing basis with participants for up to one year to improve skills and effectiveness in the work place.

MINIMUM ELIGIBILITY REQUIREMENT:

New York City licensed, tenured **Guidance Counselor** with prior teaching experience

SELECTION CRITERIA:

- Minimum of 10 years full-time, satisfactory experience under regular appointment in the New York City school system, including at least 5 years of full-time, satisfactory **classroom teaching** and 5 years of full-time, satisfactory guidance counseling
- Experience in more than one division or level, i.e., junior **and** senior high schools; or special education **and** general education
- Evidence of creativity and initiative with respect to counseling adults and children
- Effective interpersonal skills
- Demonstrated ability in oral and written communication
- Successful experience with adult learners
- Prior record of outstanding classroom teaching, with exemplary knowledge of curriculum and methods
- Knowledge of articulation requirements and programming will be considered an asset

NOTE: A letter of application and resume may precede the following documents which must be received by the closing date:

1. A letter of reference from the current building principal or site supervisor
2. A letter of reference from the current U.F.T. chapter leader (or district representative)
3. Letters of reference from two other current staff members who are knowledgeable about the applicant's counseling and teaching skills

DUTIES AND RESPONSIBILITIES:

- Intervene with selected participants to diagnose their needs and problems and to design an individualized plan for the improvement process
- Use a variety of counseling strategies to enhance skills of other colleagues
- Use a variety of instructional strategies to enhance teaching skills of other colleagues (on occasion)

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- Create a supportive, collegial climate for the intervention process
- Participate in extensive staff development activities, some of which might take place evenings and/or weekends
- Employ written documentation as a significant part of diagnosing and planning the intervention process

SALARY/HOURS: As per UFT Collective Bargaining Agreement.

WORK YEAR:

LOCATION: Based at UFT Headquarters, Intervenors serve participants in schools citywide, and work in more than one borough.

APPLICATION: Send cover letter, together with current resume (including home and work phone numbers) and letters of recommendation to:

Peer Intervention Program
52 Broadway
New York, NY 10004
ATTN: Robert Kleppel
(212) 844-0600

**LETTER OF APPLICATION WITH ACCOMPANYING RESUME AND DOCUMENTS
MUST BE POSTMARKED NO LATER THAN MAY 15, 2009**

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APPROVED: *Lawrence Becker*
Lawrence Becker, Chief Executive Officer