

## SOCIAL WORKER VACANCY CIRCULAR

**School Name: Highland Park Community School**

**District: 19**

**School Site: IS 171 Campus, 528 Ridgewood Avenue , Brooklyn, NY**

**Send Cover Letter and Resume to: hpcs760@gmail.com**

### POSITIONS

Social Worker

### DESCRIPTION

Join a team out to transform “business-as-usual” education. Our mission is to cultivate bold-thinkers and leaders that create innovative solutions to solve problems locally and globally.

We believe students learn best when they are leading the work and that work has meaning. We are a project-based school and each year begins with a real community-focused project such as Fresh Food Access or Waterfront Preservation. These projects guide our instruction for the year and are the lens through which instruction is taught. Students are immediately able to see how they can be a resource for issues facing their local community and the world at large.

We achieve this by R.E.E.L. Communication; our Core Values are *Resilience, Empathy, Ethics, Leadership* and *Communication*.

We are seeking an extraordinary social worker who exemplifies our Core Values and is committed to going above and beyond to model these values in every aspect of their employment. As a small school community, employees will be called upon to work collaboratively with other disciplines and support multiple aspects of the school.

An 8-10 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 social workers to support and participate in activities such as:

- After school and/or Saturday enrichment, sports, arts, and family programs
- In-house school committees and/or special programs

*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 Social Worker 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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- Collaborating with staff members on the development of the socio-emotional developing based Advisory curriculum and provide support to teacher-advisors to 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
- Counseling students, individually and in groups, regarding discipline, social and emotional development, substance abuse, conflict mediation, and making appropriate referrals
- Maintaining regular and open communication with parents
- Developing and maintaining partnerships with participating educational institutions, industry partners, and community-based organizations to support school initiatives including job shadowing, internships, and other academic opportunities
- Organizing orientations (incoming freshman, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
- Providing strategies and work with teachers to promote social and emotional competence in the classroom
- Participating in community outreach events that foster healthy family involvement
- Working collaboratively with staff and families to address attendance issues and help improve students’ attendance
- Working collaboratively with staff to ensure services are most effectively organized for students

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to collaborate with staff and participate in an Advisory program.
- Success in collaborating on AIS (Academic Intervention Services) team
- 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
- Ability to use NYCDOE systems, Microsoft Office and Google applications
- Ability or willingness to develop conflict resolution programs including, but not limited to, restorative justice and peer mediation
- Ability to provide strategies to staff in promoting social and emotional competence throughout the school
- Evidence of success with students who exhibit academic, social, and/or emotional struggles, English Language Learners, students with special needs, and their families
- Evidence of success leading workshops and discussions with/for parents

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