

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Urban Assembly Maker Academy

District: 02

School Site: Murry Bergtraum High School Campus, 411 Pearl Street, New York, NY 10038

Send Cover Letter and Resume to: careers@uamaker.org

School opening is contingent upon approval by the Panel for Educational Policy (PEP). This proposal will be voted on during the May 6, 2014 PEP meeting. For more information, click [here](#).

POSITIONS

Guidance Counselor

DESCRIPTION

The Urban Assembly Maker Academy (UAMKR) is a new career and technical education (CTE) high school that prepares students for college and careers. Students use technology every day in a highly personalized environment. Our school also engages professionals at the top of their fields to guide our project-based learning and mastery based assessment systems. Our school features new kinds of classroom experiences that recreate what the workplace looks and feels like for 21st century careers. Our committed industry partners, including Control Group, a NYC based interaction design firm, believe that students who know how to code, who think like designers, and who are comfortable with changes as the only constant, will be extremely employable graduates and richly successful participants in the digital age. We support and empower students to become the next generation of designers and inventors. In challenge-based courses, students tackle real problems in the world and, as they experiment with solutions, develop the skills, tools, and habits of inquiry to be tomorrow's "makers," contributing to the internationally booming "Maker Movement." For more information visit www.uamaker.org.

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

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, 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
- Collaborating 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
- 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
- Identifying and making appropriate referrals to meet and support students’ academic, social, and/or mental health needs
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families

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
- Experience with displaced youth and gang prevention
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, STARS, AIS, SESIS)
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- Evidence of success in collaborating on AIS (Academic Intervention Services) team

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