

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: P.S. 481

District: 11

School Site: P.S. 481, 1684 White Plains Road, Bronx, NY 10462

Send Cover Letter and Resume to: ps481x@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

P.S. 481 will seek to create a nurturing, caring, and supportive environment that builds lasting partnerships with students, staff, parents, and community members to provide excellence in education. We believe all students can achieve, develop critical thinking skills and become independent learners. Our school's structure is focused on rigorous tasks, student centered classrooms, and differentiated tasks that utilize 21st century skills. P.S. 481's mission will be to build and sustain a strong and engaging team through ongoing and engaging collaboration through the learning process by setting instructional goals using data to further student outcomes as they grow into responsible co-owners of the learning process.

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
- In-house school committees and/or special programs.
- Inquiry work with teachers and other staff members and collaborative conversation among all staff members.

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

New York State Certified Guidance Counselor, 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:

- o Counseling students, individually and in groups, regarding academic readiness, discipline-related guidance issues, social and emotional development, substance abuse (if trained), conflict mediation, and graduation requirements, and making appropriate referrals
- o Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students

GUIDANCE COUNSELOR VACANCY CIRCULAR

- Participating in regular faculty development on social and emotional growth and being involved in collaborating on the school's guidance program
- Organizing and conducting pupil personnel committee meetings
- Maintaining regular and open communication with parents
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs
- 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
- Providing orientations (incoming freshmen, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
- 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
- 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
- Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development
- 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. 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

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