

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201

Posted Date: May 8, 2009
Deadline: June 30, 2009

PLEASE POST

GUIDANCE COUNSELOR ASSIGNED (K-8)
Extended

GUIDANCE COUNSELOR ASSIGNED VACANCY CIRCULAR No 29 for (2009-2010 School Year)
SUBJECT TO BUDGET AVAILABILITY

POSITION: Guidance Counselor Assigned A

LOCATION: Office of Multiple Pathways to Graduation
52 Chambers Street,
New York, New York 10007

ELIGIBILITY: New York City Department of Education tenured and licensed Guidance Counselor or Bilingual Guidance Counselor license with at least five years of satisfactory experience

POSITION SUMMARY:

Guidance Counselor Assigned (K-8) provides input on and assists in the development of guidelines, tools and materials, and works with staff in the Networks, ISCs, CFNs and schools as needed on all matters concerning K-8 guidance. The Guidance Counselor Assigned is also responsible for the provision/dissemination of various services to the Networks, ISCs, and CFNs. The position will be part of a team that includes the Director of Guidance and other Counseling Content Experts. By building unique relationships with field-based support staff in Networks, ISCs, CFNs and schools, the team will be able to ensure appropriate and effective support.

Reports to: Director of Guidance, Office of Multiple Pathways to Graduation

Key Relationships: The Guidance Counselor Assigned (K-8) works with the Director of Guidance and other Senior Guidance Staff and with the ISCs, Networks, and CFNs.

RESPONSIBILITIES:

- Collaborate with the Director of Guidance and other team members in the creation of a comprehensive guidance plan and tailored services for schools in the area of K-8 guidance. Includes researching national models and best practices, reviewing data and working with field staff to survey existing models and identify areas of need.
- Act as the primary central resource for all questions and concerns regarding K-8 guidance.
- Lead professional development for Networks, ISC, CFN and school staff to develop internal capacity in areas under elementary and middle school guidance, including topics such as child and adolescent development, small and large group counseling, post secondary planning, promotional standards and promotion requirements.
- Collaborate with and provide technical support and professional development to Networks, ISCs and CFNs as they address counseling needs in their schools, and provide connections to appropriate resources and services.
- Recommend and bring in outside vendors to provide guidance related services as requested. Share information about successful programs and strong vendors with staff.

SELECTION CRITERIA:

- Have an understanding of, and sensitivity to, the emotional, social and academic needs of elementary and middle school students. Be knowledgeable about national and state standards for counseling.
- Have strong background in or with elementary and/or middle schools.
- Have knowledge of all State and New York City Department of Education policies, procedures and regulations regarding elementary and middle school guidance areas, promotional standards and promotion requirements.
- Be able to effectively communicate student and community needs.
- Have excellent communication skills.
- Have exceptional leadership and project management skills.
- Have experience delivering professional development to large audiences.
- Show a demonstrated ability to learn and understand complex organizations.
- Be able to work as a member of a flexible team.
- Have strong computer skills including familiarity with ATS
- Be able to travel within the five boroughs.

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WORK YEAR: As per UFT Collective Bargaining Agreement

HOURS: As per UFT Collective Bargaining Agreement

SALARY: As per UFT Collective Bargaining Agreement

APPLICATION: Please send cover letter describing related experience and current resume, by e-mail only with **Guidance Counselor Assigned (K-8)** in the subject line, no later than **June 30, 2009**, to:

Apply online at OMPG@schools.nyc.gov .

AN EQUAL OPPORTUNITY EMPLOYER

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Approved: *Gary Barton*
Gary Barton,
Division of Human Resources