

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Brooklyn Science and Engineering Academy

District: 18

School Site: 5404 TILDEN AVENUE, BROOKLYN NY 11203

Send Cover Letter and Resume to: BrooklynSEA763@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

Brooklyn Science and Engineering Academy provides our students with learning experiences that prepare them to tackle the rigorous academic work of high school and beyond. Through small class sizes, advisory, and one-on-one academic coaching, we help our students to demonstrate excellence in all academic subject areas and through a unique foundation of learning experiences, which provides a strong foundation in Science, Technology, Engineering, and Math.

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 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
- Coordinating grade level assembly periods focused on College and Career Readiness

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 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:

- 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
- Documenting counseling services using case note template provided by school
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- 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

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- Maintaining regular and open communication with parents
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs
- Working with attendance team to help improve student attendance
- Attending all IEP conferences and meetings
- Facilitating active student recruitment and conducting new student intake

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to offer leadership to staff and teachers around the social and emotional development of students
- Success in working collaboratively with colleagues, parents/caregivers and partners
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, STARS, AIS, SESIS)
- Knowledge of or ability to make referrals for students in need of additional services or alternative placements
- Dedication to helping children grow and learn in a demanding setting
- Experience collaborating on an interdisciplinary grade level team
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- Evidence of success in collaborating on AIS (Academic Intervention Services) team
- 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