

SOCIAL WORKER VACANCY CIRCULAR

School Name: Manhattan Early College School for Advertising

District: 02

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

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

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

Social Worker

DESCRIPTION

The Manhattan Early College School for Advertising offers students an integrated sequence of high school classes, Associate degree courses, and work-based learning. Our specialized six years program allows students to earn a CTE-endorsed Regents Diploma and an Associates Degree from the Borough of Manhattan Community College (BMCC) – free of charge. In addition, students participate in a series of industry specific work-based learning experiences in advertising agencies and media firms across the city designed to prepare students for a range of professional careers. These work experiences include mentoring, job shadowing, special seminars, internships, and paid apprenticeships. Depending on their individual needs and interests, graduates will be prepared for immediate professional employment in media and advertising and will be supported in transferring to four-year colleges to continue their education.

The Manhattan Early College School for Advertising provides all students with an excellent education complete with the rich array of learning opportunities and supports that will enable them to succeed in high school, college, and career. We are committed to challenging students to continually grow in scholarship, character, empathy, and responsibility so that all graduates have the ability and commitment to embrace lives of learning and to make positive contributions to the communities in which they live and work. Through a comprehensive school counseling program of developmental, preventive, remedial, and responsive services, the social worker addresses the academic development, career development, and personal/social development of students to help them achieve this goal.

A 10-15-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 tutoring programs, enrichment, sports, arts, and family programs
- In-house school committees and/or special programs
- Daytime professional development such as inquiry work and collaborative conversation among 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

Licensed certified Social Worker in New York City schools with satisfactory ratings and attendance.

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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:

- 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
- Participating in regular faculty development, reflective practice, professional organizations, peer coaching and Critical Friends Group 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
- Providing strategies and work with teachers to promote social and emotional competence in the classroom
- Providing support to teachers to assess and address students' social and emotional needs
- Working collaboratively with staff and families to address attendance issues and help improve students' attendance

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- 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
- Evidence of successful counseling strategies with regard to discipline, social and emotional development, substance abuse, and conflict mediation
- 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
- Commitment to continuous professional growth (e.g. professional development, formal education, professional literature)

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