

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: The Children's Lab School

District: 24

School Site: 45-46 42nd St, QUEENS NY 11104

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

POSITIONS

Guidance Counselor

DESCRIPTION

The Children's Lab School (a pre-K to 5 elementary school) embraces the learning needs of all students. We encourage every child to be fully engaged in the joy of learning and achieving. We teach our students in ways that activate their strengths, meet their particular needs, and increase their resilience as learners. We work in a climate of respect for all children and adults in the school community, with explicit support for social and emotional growth. Our goal is to help our students to become happy, confident and compassionate learners who have the knowledge and skills necessary to thrive in middle school and beyond.

We seek educators who are committed to working together to help all children reach their full potential. We ask all teachers and staff members to support our culture and values: meaningful and purposeful instruction, respect for the diversity of our community, commitment to life-long learning and development of best practices, and fostering a welcoming, supportive community with collaboration and positive communication.

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:

- 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, 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:

- 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

GUIDANCE COUNSELOR VACANCY CIRCULAR

- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- Participating in regular faculty development 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
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- Attending all IEP conferences and meetings
- Providing orientations, workshops (PTA/at risk students, etc) and other public speaking events
- Providing guidance to families and students regarding middle schools and the MS application process

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
- 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
- Ability to use data to inform counseling practices
- 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
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- Evidence of success in collaborating on AIS (Academic Intervention Services) team
- Familiarity with professional literature and best practice in social and emotional intelligences, and child development

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