

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: Bedford Park Elementary School

District: 10

School Site: 3177 Webster Ave, BRONX NY 10467

Send Cover Letter and Resume to: bpesx77@gmail.com

POSITIONS

Guidance Counselor

DESCRIPTION

The Bedford Park Elementary School is committed to providing our diverse student body with a high quality; standards based education in English and Spanish, in an environment that is supportive of the whole child. To this end, students will develop into confident and creative critical thinkers and problem solvers, capable of becoming contributing members of our global community. The values that form the bedrock of our work are respect, innovation, scholarship and effort.

Our core values impact every aspect of our work, and as such, we are looking for educators with a commitment to upholding these principles. We are looking for enthusiastic educators that are willing to take on new challenges and work in a highly collaborative and dynamic environment.

A 4-5-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

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
- Collaborating to develop and implement behavior intervention plans to support the academic, social and emotional development of students
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum

GUIDANCE COUNSELOR VACANCY CIRCULAR

- Participating in regular faculty development and being involved in collaborating on the school's guidance program
- Organizing and conducting pupil personnel committee meetings
- 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
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- 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
- Evidence of success in forming successful partnerships with community-based organizations and other organizations that offer social and emotional supports to students
- Experience collaborating on an interdisciplinary grade level team

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