

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: M.S. 839

District: 15

School Site: Parkside Educational Complex, 713 Caton Avenue Brooklyn, NY

Send Cover Letter and Resume to: info@ms839.org

POSITIONS

Guidance Counselor

DESCRIPTION

The mission of the M.S. 839 community is to develop young people who can think critically, communicate effectively, and collaborate with a spirit of curiosity and discovery. The core program at M.S. 839 prepares students academically through a rigorous interdisciplinary project based instructional model and supports students socially and emotionally through a comprehensive small group advisory program. We believe that all children benefit from broad exposure to the arts, music, world languages and technology; so student learning will be infused with these in-depth electives. M.S. 839 thrives from the unique diversity of our community, and we believe that by working together with our families to make thoughtful decisions we can provide an educational experience that readies our students for high school, the real world, and post-secondary education.

A 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
- In-house school committees and/or special programs.
- Inquiry work with teachers and other staff members and collaborative conversation among all 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

New York State Certified Guidance Counselor, 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, substance abuse (if trained), conflict mediation, and graduation requirements, and making appropriate referrals

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- 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
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum
- 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
- 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
- Seeking out resources and services outside our school to improve the emotional, social and academic well-being of our students and their families
- 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
- 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
- Ability to offer assistance to staff and teachers around guidance based topics in an Advisory programs
- Knowledge of and experience with contemporary issues that affect youth living in high poverty communities and provide strategies to staff in promoting social and emotional competence throughout the building
- 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. STARS, AIS, SESIS)
- 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
- Ability and/or willingness to use or learn to use Google Apps
- 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