

GUIDANCE COUNSELOR VACANCY CIRCULAR

School Name: The Urban Assembly School for Collaborative Healthcare

District: 19

School Site: Franklin K Lane Campus, 999 Jamaica Avenue, Brooklyn, NY 11208

Send Cover Letter and Resume to: jobs@uasch.org

POSITIONS

Guidance Counselor

DESCRIPTION

The Urban Assembly School for Collaborative Healthcare puts students in the roles of healthcare professionals to develop the communication, collaboration, and problem-solving skills they will need to succeed after high school in college or career. By constantly applying what they learn in the classroom through healthcare themed cross-curricular project-based learning, students will develop the skills to pursue their goals and the character to serve their communities as healthcare ambassadors. The Urban Assembly School for Collaborative Healthcare invites counselors who are committed to being life long learners, and are dedicated, passionate, and driven to improve their practice to apply for the position of guidance counselors for the 2014-2015 school year. UASCH is ideal for counselors with the capacity to integrate restorative practices to aid students in academic and social-emotional success. The school counselor is committed to applying his or her professional training in the school in order to support student academic success. Through a comprehensive school counseling program of developmental, preventive, remedial, and responsive services, the school counselor addresses the academic development, career development, and personal/social development of students.

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 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
- Collaborative team meetings 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

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, substance abuse (if trained), conflict mediation, and graduation requirements, and making appropriate referrals

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- 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
- Maintaining current student academic records and regularly communicating with students and families students' academic progress towards meeting graduation requirements
- 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
- Assisting with the design of student schedules to ensure fulfillment of all New York State graduation requirements
- Attending all IEP conferences and meetings
- Working with attendance team to help improve student attendance

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
- 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
- Experience with displaced youth and gang prevention preferred
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ARIS, HSST, 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

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