**School Name:** PS 413 - Joanne Seminara School of Law and Medicine

**District:** 20

**School Site:** 6740 3rd Avenue Brooklyn, NY 11220

**Send Cover Letter and Resume to:** [20k413info@gmail.com](mailto:20k413info@gmail.com)

**POSITIONS**

Guidance Counselor

**DESCRIPTION**

**Our Vision**

We are dedicated to creating a joyful and inclusive learning community where all students’ cultural and linguistic backgrounds are not only celebrated but also embraced. Our students will be on track to enrich their local and global communities in different careers, including law and medicine.

**Our mission**

We will develop students’ skills academically as well as socially and emotionally to become independent thinkers and to persevere as lifelong learners. We continue nurturing a community of students that value diversity and embrace the power of overcoming challenges. We will encourage students to take risks and view mistakes as opportunities to grow and learn. One of our responsibilities is to find different entry points to meet students where they are and build their independence to continue growing academically as well as socially and emotionally.

**Our core values**

As we lead by example, administration, staff, and students will show rather than tell real examples of respect, communication and perseverance.

**Our Approach**

We believe in meeting students where they are and setting short and long term goals based on their needs. We will monitor students’ learning and adjust plans based on students’ progress. Staff will utilize a multisensory as well as inquiry approach to meet the needs of all students in all content areas. We strive to empower our students and build their independence by consistently building connections between prior experiences and new learning. Students will engage in interdisciplinary activities where they will apply and transfer new learning in their daily learning.

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:

* Early drop-off, after-school and/or Saturday tutoring, enrichment, sports, arts, family programs, and community partnerships
* In-house school committees and/or special programs
* In-house professional development
* Home visits to students and families

*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 Arabic or 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:

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| * Make appropriate referrals, counseling students, individually and in groups, regarding: academic readiness, discipline, social and emotional development, substance abuse (if trained), conflict mediation, and graduation requirements. * Documenting counseling services using a case note * 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 * Participate in the school’s Advisory program and attend professional meetings to support this work * Identifying and making appropriate referrals to meet and support students’ academic, social, and/or mental health needs * Providing orientations (incoming students, workshops, fairs, etc), workshops (PTA/PA, at-risk students, etc), and other public speaking events * Working with the attendance team to help improve student attendance * Attending all IEP conferences and meetings * 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

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| * 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 * 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 * 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. STARS, AIS, SESIS, OORS, ATS, etc.) * Knowledge of or ability to make referrals for students in need of additional services or alternative placements * Experience collaborating on an interdisciplinary grade-level team * Knowledge of both ELL/ESL standards and Special Education compliance requirements * Evidence of success in collaborating on AIS (Academic Intervention Services) 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