**School Name: HBCU Early College Prep**

**District:** 29

**School Site:** 88-15 182nd Street, Jamaica, NY 11423

**Send Cover Letter and Resume to:** hbcuearlycollegeprep@gmail.com

**POSITIONS**

Guidance Counselor

**DESCRIPTION**

HBCU Early College Prep, a groundbreaking partnership between Delaware State University and New York City Public Schools (NYCPS), invites applications for a School Counselor to join our founding faculty for the inaugural academic year. This role presents a unique opportunity to shape the academic experience of students enrolled in this innovative early college high school model, set to open in September 2025.

A 4-day summer professional learning will be offered.

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.
* Any other opportunities you’ll have in your school that are outside of guidance counselors’ contractual obligations, but within the scope of a guidance counselor’s responsibilities.

*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 +language 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:

| * Practicing counseling to facilitate professional growth and collaboration that supports overall learning environment for students * Counseling students, individually and in groups, regarding academic readiness, social and emotional development, substance abuse (if trained), conflict mediation, and graduation requirements, and making appropriate referrals * Guiding students in preparing their college and career readiness plans by assisting with registration for PSAT and SAT, registration and preparation for filing the FAFSA, and preparation and mailing of college applications * 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 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. If these events fall outside their workday employees will be compensated in accordance with their collective bargaining agreement for events they participate in. * Assisting with the design of student schedules to ensure fulfillment of all New York State graduation requirements * Attending all IEP conferences and meetings * Facilitating active student recruitment. If activity falls outside their workday employees will be compensated in accordance with their collective bargaining agreement for events they participate in. |
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**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 * Familiarity with professional literature and best practice in social and emotional intelligences, and adolescent development * 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 * Dedication to helping children grow and learn in a demanding setting * Experience collaborating on an interdisciplinary issues with colleagues. * Experience conducting and recording annual Individual Progress Review for students in grades 6-12. * Ability and/or willingness to use or learn to use Google Apps * Strong written and oral communication skills |
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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