**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**

Social Worker

**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 social workers to support and participate in activities such as:

* After-school and/or Saturday tutoring programs, enrichment, sports, arts, and family programs
* In-house school committees and/or special programs
* Daytime professional development such as inquiry work and collaborative conversation among staff members
* Any other opportunities you’ll have in your school that are outside of social workers’ contractual obligations, but within the scope of a social worker’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**

Certified Social Worker 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
* Participating in regular faculty development, reflective practice, professional organizations, peer coaching and Critical Friends Group work
* Counseling students, individually and in groups, regarding discipline, social and emotional development, substance abuse, conflict mediation, and making appropriate referrals
* 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
* Participate in orientations (incoming freshman, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
* Providing strategies and working with teachers to promote social and emotional competence in the classroom
* Participating in community outreach events that foster healthy family involvement
* Working collaboratively with staff and families to address attendance issues and help improve students’ attendance
* Working collaboratively with staff to ensure services are most effectively organized for students
* Leading school’s Pupil Personnel Team (PPT) and effectively create and implement plans of action for students whom the team identifies as those needing interventions
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**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

| * Success in collaborating on AIS (Academic Intervention Services) team
* 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
* Ability and/or willingness to use or learn to use Google Apps
* Ability to provide strategies to staff in promoting social and emotional competence throughout the school
* Evidence of success with students who exhibit academic, social, and/or emotional struggles, English Language Learners, students with special needs, and their families
* Ability to intervene in crisis situations with verbal de-escalation techniques
* Evidence of success leading workshops and discussions with/for parents
* Strong leadership, interpersonal, and communication skills
* Ability and/or willingness to learn to use Microsoft PowerPoint and Excel
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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