

## GUIDANCE COUNSELOR VACANCY CIRCULAR

**School Name:** Virtual Innovators Academy

**District:** 08

**School Site:** 916 Eagle Avenue, Bronx, NY 10456

**Send Cover Letter and Resume to:** info@virtualacademynyc.org

### POSITIONS

Guidance/ School Counselor

### DESCRIPTION

Virtual Innovators Academy (VIA) is a new, fully virtual high school that will have grades 9 thru 11 in the 2024-2025 school year. Our mission is to provide NYC high school students with rigorous, personalized, state of the art instruction within an interdisciplinary, project-based approach so they can positively impact their communities.

We will ensure a productive, diverse community of learners willing to take suitable risks, learn from their mistakes, and support one another as we examine social problems, peak social awareness, develop social conscience and work toward personal and communal growth. Learning outcomes are drawn from the 4C's of 21<sup>st</sup> century learning: communication, collaboration, critical thinking and creativity to create online learning environments for students, their peers, instructors and guest experts to collaborate on compelling, challenge-based projects in key content areas

A 5-day summer planning institute in person the last week of August 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 School 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 provided, 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 (Non-negotiable)

- Licensed certified Guidance Counselor in New York City schools, bilingual Spanish preferred, with satisfactory ratings and attendance.
- Working knowledge and experience using ATS, STARS, INSIGHT and the NEW VISIONS PORTAL.
- Ability to create and update student schedules in STARS
- Ability to evaluate student transcripts for graduation requirements
- Ability to evaluate transfer credits and perform transcript updates in STARS
- Ability to collaborate with colleagues and lead whole school SEL activities

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### **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
- Collaborate with teachers and provide expertise on socio-emotional aspects of learning to develop a guidance-based Advisory curriculum
- Maintaining current student academic records and regularly communicating with students and families regarding progress towards meeting graduation requirements
- 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
- Identifying and making appropriate referrals to meet and support students' academic, social, and/or mental health needs
- 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
- Providing orientations (incoming freshmen, college, and work fairs etc), workshops (PTA/at risk students, etc) and other public speaking events
- Assisting with the design of student schedules to ensure fulfillment of all New York State graduation requirements
- Working with attendance team to help improve student attendance
- Attending all IEP conferences and meetings

### **SELECTION CRITERIA**

The successful candidate will demonstrate willingness to carry out the above duties and responsibilities, as well as:

- 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 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 use data to inform counseling practices
- Ability to retrieve, organize, and report student data using all NYCDOE data systems (e.g. ATS, STARS, AIS, SESIS)
- Strong knowledge of college readiness, college preparation and willing to assist in the development of a college-bound school culture
- Knowledge of both ELL/ESL standards and Special Education compliance requirements
- 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