

**SCHOOL NAME:** Civic Leadership Academy

**District:** 24

**School site:** Elmhurst Educational Campus, 45-10 94<sup>th</sup> Street, Elmhurst, NY 11373

**Send cover letter and resume to:** [hiring@CLAQueens.org](mailto:hiring@CLAQueens.org)

**POSITIONS:**

Subject to a sufficient budget, a position in the school may include, but may not be limited to, the following license:

Guidance. *Fluency in Spanish preferred.*

**DESCRIPTION:**

The Civic Leadership Academy is a high school offering a college preparatory program with an emphasis on youth development through service learning. We will open in September 2008, beginning with a 9<sup>th</sup> grade. We are committed to meeting the diverse learning needs of our students and helping them excel in all academic areas. We are guided by three core values – **commitment to learning, commitment to community and empowerment** – which promote the social, emotional, and academic development of our students by helping them become independent, critical thinkers who are assets to their communities.

**ELIGIBILITY REQUIREMENTS:**

New York State and New York City licensed certified Guidance Counselor for high school, with satisfactory ratings.

**DUTIES AND RESPONSIBILITIES:**

Because staff roles in small schools are varied and complex, first priority will be given to applicants who demonstrate in their resume and cover letter experiences which demonstrate the willingness to become involved in these essential aspects:

- Participation in the welcome retreat with our intermediary, New Visions for Public Schools, on June 27, 2008. *Those who attend will be compensated according to the terms of the UFT contract. Participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Participation in the Summer Professional Development and Curriculum Planning on July 7-18, 2008, July 25-August 1, 2008. *Those who attend will be compensated according to the terms of the UFT contract. Participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Participation in the Summer Orientation sessions for students and parents on July 22-24, 2008. *Those who attend will be compensated according to the terms of the UFT contract. Participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Utilizes various sources of data to identify the interests, achievement, and aptitudes of students to assist them in selecting appropriate curricula, activities and special programs; developing career plans; and providing educational and job placement services as appropriate.
- Conducts structured, goal-oriented counseling sessions in response to identified needs of individuals and groups of students.
- Ensures confidentiality of counseling sessions, conferences, student records, etc.
- Designs and coordinates the implementation of the college advisement and preparatory program for the school.

- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Plans guidance field trips to schools, colleges, and industry for interested students.
- Organizes and conducts annual "College and Career Fair".
- Provides support to teacher-advisors as they develop the advisory program and their skills as advisors.\*
- Consults and serves as a resource for teachers, staff, and parents regarding the developmental needs of students.
- Conducts or provides opportunities for parent education programs.
- Collaborates with the principal to develop an individual growth plan that will monitor progress and assess his/her effectiveness in enhancing student achievement.
- Work collaboratively with partner staff to develop understanding of service learning and youth development and support teachers as they implement strategies from both areas.\*\*
- Willingness to participate in professional development and at least one in-house school committee. *Advance notice of the dates will be supplied, and those who attend will be compensated according to the terms of the UFT contract. Staff participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*

\* For an understanding of advisory, read Kathleen Cushman or Carol Miller Lieber.

\*\* For an understanding of service learning, read Katherine Berger Kay.

### **SELECTION CRITERIA:**

The successful candidate will demonstrate:

- Successful counseling strategies with regard to academic readiness, discipline, social and emotional development, conflict resolution and mediation, graduation requirements, college admission, career planning, etc.
- Ability to coordinate and establish a college advisement and preparatory program in a school.
- Ability to offer support to staff and teachers around advisory.
- Knowledge of ELL standards and requirements.
- Knowledge of the special education referral process.
- Ability to employ youth development principles in every aspect of the job.
- Ability to work with community organizations to identify and establish service learning opportunities for students.
- Willingness and demonstrated ability to work collaboratively with parents to plan and enrich their children's education.
- Understanding of and sensitivity to the emotional, social, and academic needs of a diverse group of students with diverse needs.
- Commitment to developing an individual growth plan in collaboration with the principal that will monitor progress and assess his/her effectiveness in enhancing student achievement.
- Commitment to ongoing learning by participating in professional development activities within and outside of school.
- Willingness to participate in the governance structures of the school.
- Documented record of excellent attendance and punctuality.
- Excellent oral and written communication skills.

- Excellent organization skills and completes tasks in a timely manner.

In addition to the above, each candidate must submit:

- A detailed resume that shows the candidate's aptitude and ability to fill the posted job description.
- A detailed cover letter expressing your desire to work at the Civic Leadership Academy.
- One letter of recommendation from your supervisor or principal or a list of 3 references.
- A written philosophy of education.
- The previous year's rating sheet, if applicable.

**WORK SCHEDULE AND SALARY:**

As per Collective Bargaining Agreement