



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

## FLUSHING HIGH SCHOOL

(Subject to Funding Availability)

**Position:** Guidance Counselor – YABC (2 Positions)

**Description:** Young Adult Borough Centers (YABC) are evening programs designed specifically for overage and under-credited students who want to earn a high school diploma. Students must be 17 years of age or older with at least 17 high school credits. Once enrolled, students may attend classes up to 5 nights a week. In addition to required courses, YABC programs offer students individual and group counseling, academic tutoring and test preparation, job and career development, and college preparation.

**Location:** Flushing High School, 35-01 Union Street, Flushing New York 11354

**Eligibility Criteria:** Licensed Guidance Counselor

**Selection Criteria:**

- Excellent record of attendance and punctuality
- Demonstrated ability to work with supervisors and other school-based staff
- Experience with high school student population
- Excellent office management skills
- Knowledge of graduation requirements
- Knowledge of political, social, and economic challenges facing the target population
- Excellent written and oral communication skills
- Willingness to work collaboratively with community-based partners
- Skilled in articulating high expectations for students
- Understanding and sensitivity to the emotional, social and academic needs of target population
- Ability/experience in communicating effectively with students and parents of diverse backgrounds
- Successful experience conducting workshops for students, parents and staff
- Extensive knowledge of software programs and technology related to college and career exploration

**Duties and Responsibilities:**

- Plan and conduct group guidance sessions with students
- Conduct case conferencing with teachers and parents.
- Meet regularly with site supervisor to review and discuss student progress.
- Contribute to the development of the YABC instructional team
- Attend and contribute to staff development opportunities
- Support and communicate the program's high expectations of students
- Maintain comprehensive and accurate records of student performance, attendance, registration, etc.
- Communicate regularly and openly with community-based staff
- Participate in the planning of student advisory
- Plan and implement orientation meetings
- Other duties and responsibilities that the region may require in accordance with the UFT Collective Bargaining Agreement

**Work Schedule:** 3:30 PM to 9:00 PM on Mon / Wed or Tues / Thurs – (Within these hours, daily schedules may vary)

Fall Term: Begins: August 31<sup>st</sup>, 2010 Ends: January 31<sup>st</sup>, 2011

Additional hours outside of this schedule may be required as needed.

**Salary:** Current per session rate as per UFT Collective Bargaining Agreement

**Application:** Please forward a letter of application, along with OP175 and / or OP175W to:  
Andy Szeto, YABC Director  
Flushing High School,  
35-01 Union Street  
Flushing, New York 11354

**Application Deadline:** No later than close of business on June 18<sup>th</sup>, 2010

Service exceeding the number of hours specified in the most current personnel memorandum concerning per session hours and/or service in one or more Per Session activities in a per session school year requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, -the Regional Superintendent, must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. The request should be sent to the Division of Human Resources- Per Session Monitoring Unit at Room 405, 65 Court Street, Brooklyn NY, 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/H**  
New York City – Department of Education  
For School Year 2010-2011

**APPROVED BY:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_