

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 21-22-118
OCTOBER 2021**

**ELEMENTARY SCHOOL COUNSELOR
POUGHKEEPSIE CITY SCHOOL DISTRICT**

RE-POST

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position:

**ELEMENTARY SCHOOL COUNSELOR
(Morse, Clinton, Krieger, Warring)**

APPLICATION:

Candidates must submit a letter of interest and resume' for consideration of the position.

QUALIFICATIONS:

Candidates must possess a Master's degree and a New York State School Counselor certificate. Candidates should possess the desired qualities:

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

Candidates with prior experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

The elementary school counselor reports to the school principal, while receiving technical assistance, guidance and instruction while working in coordination with the Executive Director of College Readiness and Workforce Education. The school counselor plans and provides appropriate services for students and assists in creating 21st century learning environments conducive to the intellectual, physical, social and emotional development of all students. The school counselor works to develop the college and career readiness mindset of elementary students.

RESPONSIBILITIES:

Development and Management

- Uses data to develop and inform the school counseling program and evaluates the program's impact on the school's instructional goals.
- Collaborates on the development and management of the comprehensive school counseling program with the school administrator or instructional leader.
- Communicates and shares the goals of the comprehensive school counseling program to stakeholders including students, families and community partners.
- Develops and maintains a written plan for effective delivery of the school counseling programs based on the PCSD annual student achievement goals and aligned with the American School Counseling Association (ASCA) National Standards for School Counseling Programs.
- Uses the majority of the time (80%) to provide direct services to students through preventive and responsive services, including individual student planning, and uses the remaining time in development and management, system support and accountability.

Preventative and Responsive Services

- Designs, implements and assesses the social emotional learning curriculum.
- Utilizes responsive counseling, initiating individual and group sessions for students' personal, social and academic concerns.
- Consults with families and staff to appraise student needs and interests and to discuss appropriate recommendations for educational options.
- Plans, coordinates and provides classroom group guidance sessions to meet the identified counseling competencies in the areas of academic achievement, career and educational development, and personal and social development.
- Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies and alternative programs.
- Intervenes during crisis situations.

Individual Student Planning

- Prepares students for the transition to the next level: middle school, activities and options.
- Plans and coordinates programs such as career fairs, test preparation, improved/perfect attendance celebrations and other extensions of the counseling program.
- Uses individual student planning activities and classroom guidance to assist students in navigating educational and community experiences that support their needs and develop their potential.
- Collaborates with parents/guardians and educators to assist students with educational and career planning.

System Support

- Uses responsive counseling strategies to establish relationships and collaborate with educators, students, families and community partners; these strategies should reflect recognition of and respect for each individual and promote an understanding and appreciation of diverse populations and cultures.
- Assists families in obtaining services for their children through an appropriate referral and follow-up process.

- Serves as liaison between the social services agencies.
- Assists teachers in understanding their students, including providing and interpreting student data.
- Provides in-service training on topics related to trauma informed care, the school counseling program and supporting student achievement.

Accountability

- Conducts at minimum a yearly program audit to review the extent and quality of program implementation.
- Prepares and submits a variety of reports and data, to ensure fulfillment of established program requirements.
- Uses all available data, including academic grades, discipline referrals and attendance data, to identify students in need and to deliver services.
- Interprets tests, student data and other assessment results appropriately within the counseling environment for the purpose of developing and implementing academic plans for individual students.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: In accordance with the PPSTA contract.

FINAL DATE FOR FILING: Open until filled

SEND APPLICATION & RESUME TO: hroffice@poughkeepsieschools.org

Dr. Timothy Wade
 Assistant Superintendent of Administrative Services
 Poughkeepsie City School District
 Human Resources
 18 South PerrySt.
 Poughkeepsie, New York 12603

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