



Department of
Education

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Date Posted: 5/8/2024

Deadline: 12/31/2024

SY24-25 PER SESSION VACANCY NOTICE # 1259

2024-2025

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

Guidance Counselor
Guidance Counselor for Middle School Arts Audition Boot Camp
Approximately 3 positions

LOCATION:

Various locations – primarily Talent Unlimited, Lincoln Center, Manhattan and 4360 Broadway, Manhattan; Arts Hub, Brooklyn and remote planning

ELIGIBILITY REQUIREMENTS:

Currently employed or appointed as a regularly licensed NYCDOE Guidance Counselor.

SELECTION CRITERIA:

Three or more years of satisfactory experience in middle school or high school programs.
Experience preparing middle school students for entry into specialized high schools in the arts.
Ability to communicate effectively, both orally and in writing.
Able to work collaboratively with NYCDOE arts specialists and teaching artists.
Ability to provide assistance and information to students and parents in regards to the high school application process, and interview preparedness.
Willingness and availability to attend meetings and related events after school, weekends or during the summer

Note: Applicants for per session employment who are not employed in the Department of Education's regular school program or adult education program shall be considered for selection only if no qualified day employee or adult education employee is available.

DUTIES/RESPONSIBILITIES:

Provide students and their parents with information. Outreach to students' families to ensure consistent attendance and participation. Provide assistance in orientation and informational sessions for parents. Must attend student mock auditions at two follow-up weekend sessions to be scheduled for Fall 2024. Must attend all virtual and in person staff meetings. Perform other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement.

WORK SCHEDULE:

Fall 2024 (Saturday & Sunday 8:00 AM – 4:00 PM): Up to but not limited to approximately 25 hours for student follow up weekend; evening staff meetings (week night)
Additional hours granted upon the approval of the hiring manager

Note: As program is subject to funding, all dates, times, and hours to be confirmed

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (UFT, CSA, DC-37 - Collective Bargaining Agreement).
Contingent Upon Funding Availability.

APPLICATION INSTRUCTIONS:

Send application: OP 175, copy of resume and cover letter by 12/31/2024 to Darleen Garner
Email: dgarner@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail dgarner@schools.nyc.gov

NOTE: Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, caregiver status, consumer credit history, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. For more information, please refer to the [DOE Non-Discrimination Policy](#).

APPROVED BY: *Peter Janniello Ph. D.*