



THE NEW YORK CITY DEPARTMENT OF EDUCATION

MADELENE S. CHAN, *Community Superintendent*

COMMUNITY SCHOOL DISTRICT 24

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Family Support Coordinator

Lourdes Pena
Administrative Assistant

PER SESSION VACANCY NOTICE # 004

2021 – 2022
(CONTINGENT UPON FUNDING)

Post Date: 6/14/21
Deadline: 6/30/21

Position: Licenses and appointed school counselors working in District 24 that are participating in NYSIP Grant

Location: Various locations in schools and offices in Queens along with remote

Eligibility Requirements: License and appointed guidance counselor who is currently staffed District 24 or QNFSC

Selection Criteria:

- Guidance Counselors working in District 24 schools with at least (3) years of satisfactory experience
- Demonstrated ability in culturally responsive-sustaining instructional and family outreach practices to support students and families
- Ability to collaborate with school leaders, family-facing staff, and ideally, community-based organizations, to support families
- Able to communicate and work well with colleagues using collaborative software. (e.g. Teams, Zoom)
- Implement in-person and remote equitable classroom/school practices (CRSE), and student and family-community engagement events for the school community
- Strong written and verbal skills
- Understand the Chancellor's priority on Equity in Education
- Must be able to facilitate professional learning with an attention to adult learning
- Preference will be given to school counselors from schools that are participating in NYSIP grant

Duties and Responsibilities:

- Commitment to attend all NYSIP grant learning sessions
- Attend and actively engage in professional learning offered through NYSIP grant around CRSE & STEM
- Develop supplemental materials (worksheets, one-pagers, videos) aligned with grant workshops and goals
- Work with various educators and turnkey grant training to others
- Utilize DOE resources to support teachers including Diversity and Equity for All initiatives
- Assist with development and implementation of STEM & CRSE curriculum
- Work with groups of students to support their social emotional growth
- Assist with development of outreach strategy and evaluation of impact with target groups
- Effectively document learning (both student and adult) and practices for sharing
- Develop reports, spreadsheets, web pages and other digital documents to be used by grant
- Support Dual Language programs throughout District 24
- Willing to attend school (Elem/Middle) open houses around the district to promote STEM program.
- Translate spoken and written English into other languages

Preferred:

- Additional preference will be given to guidance counselors who have attended NYSIP grant trainings (CRSE & STEM)

Work Schedule: As needed between July 1, 2021 - June 30, 2022.

Salary: As per collective bargaining agreement (Per Session)

Application Instructions: Visit <https://www.csd24.com/PerSession> to apply and submit resume

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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