

*Meghan Dunn, Superintendent*

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

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**Sadie Nash Partnership Program**

Dated: March 14, 2024

10 Day Posting

Contingent upon Funding

Position: Guidance Counselors (2)

Location: (85K813) District 13 (355 Park Place, Brooklyn, NY 11238)

Physical Location: 13K691 Fort Greene Preparatory Academy, 100 Clermont Street, Brooklyn, NY 11205

Eligibility: Valid NYC Department of Education license as Guidance Counselor, or another appropriate license or NYS certificate.

Selection Criteria:

- Demonstrated ability to provide guidance and counseling support for students in an educational program focused on student centered, experiential instruction for varied learners.
- Satisfactory rating in the three most recent school years of active service
- Satisfactory record of attendance and punctuality.
- Demonstrated ability in working with diverse learning populations.

General Duties and Responsibilities

- Implement and assume responsibility for all guidance and support activities of the program.
- Provide on-site crisis intervention.
- Meet with parents to discuss student progress.
- Coordinate schedules and collaborate with CBO to provide supplemental instruction.

Work Schedule

Dates: April 6<sup>th</sup>, April 13<sup>th</sup>, May 4<sup>th</sup>, May 11<sup>th</sup>, and May 18<sup>th</sup>

Time: 9:30 am to 12:30 pm.

Approx. 3 hours each day; 15 hours total

Salary: Per session rate as per UFT Collective Bargaining Agreement.

Application: Submit letter of application via email and completed OP175 form no later than March 29, 2024, to:

Sylvia Wallace-Anderson

355 Park Place

Brooklyn, NY, 11238

SWallace4@schools.nyc.gov

RE: Guidance Counselor Per Session Circular #3 - Sadie Nash Partnership Program



## Community School District 13

355 Park Place  
Brooklyn, NY 11238



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Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999 concerning the change in the minimum number of hours for per session activities effective July 1, 1999 and/or service in more than one per session activity in a per session year (July 1, 2004-June 30, 2005)

Requires prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager and any other appropriate head of a Central Headquarters office must make the request in writing (Form OP 175W) and receive written approval before the person can be working in the activity. For details, refer to Chancellor's Regulation C-175 dated August 27, 1990.

**PLEASE NOTE:** Pursuant to DHR Memorandum dated April 19, 1999, the 270 hour limit will remain in effect for School Psychologists and School Social Workers employed in "School/CSE Assessment Staff" activities only.

APPROVED: \_\_\_\_\_