



Recruitment Announcement January 2018 Counselor/Student Leader, Part-Time, for the Career Collegiate Institute

Buffalo Public Schools Adult Education Division is looking to hire a part-time Counselor for its youth program at the Career Collegiate Institute (CCI)
(This position is also referred to as “Assessment and Advisement Instructor.”)

15 hours each week, 3 hours per day, based on the Buffalo Public Schools Calendar
Daily schedule will be midday, morning or afternoon as needed. Must be flexible.
Hourly starts at: \$38.00 per hour plus .5 benefits

Education with a rigorous customer service model

The Career Collegiate Institute (CCI), located in North Buffalo, is an elite educational program offered in collaboration with Erie Community College and designed for out-of-school youth between the ages of 17 and 21. CCI provides classroom instruction for earning a high school equivalency diploma (HSE), English as a second language (ESL) and transitioning into post-secondary education or a career. Students engage in an intensive curriculum and are supported with mentoring, counseling and special education services.

CCI’s mission is to give students a second chance by helping them meet their educational, vocational, and career goals, regardless of past academic or economic hardship.

CCI’s positive academic outcomes are attributed to students’ perseverance and the strong academic and social support they receive at CCI. From their first step into the building, students are welcomed by caring and dedicated staff who strive to ensure success.

Job Description

Although the job title is that of an instructor, this position’s function is primarily as a youth counselor with the following responsibilities:

- Supervise the daily activities of youth.
- Provide ongoing support and guidance
- Be a positive role model.
- Facilitate youth development, growth and improvement in the areas of personal responsibility, pro-social skills, community living and positive behavior.

The AAI:

- Works directly and one-on-one with youth in a school environment providing counseling and referral services as needed.
- Lead selected students to be School Ambassadors.
- Plans and facilitates field trips.
- Teaches sections of Junior Achievement’s financial education program.
- Provides supervision and accountability for students at all times.

- Plans and implements daily activities and follows the daily schedule/routine as assigned.
- Provides informal/formal counseling to youth to discuss interpersonal issues, helps them develop goals and addresses their concerns.
- Participates in and/or facilitates groups as needed.
- Prepares summaries of youth behavior reports.
- Participates in staff training and staff meetings.
- Complies with all school district policies and procedures.
- Completes other work as assigned.

Requirements & Qualifications

Previous employment working with youth in a workplace career counseling setting and experience with high school or out-of-school youth are preferred.

The ideal candidate will demonstrate an ability to motivate inner city youth to attend classes for earning a high school equivalency diploma and learn English. AAI's work students one-on-one and groups and provide counseling and referral services as needed. AAI's are also required to provide instruction in ancillary curriculum such as Junior Achievement's financial education program.

Applicants must:

- Have youth counseling experience. Experience working with at-risk youth is preferred.
- Be self-motivated.
- Be able to relate and inspire a diverse youth population.
- Be able to lead and train future leaders.
- Have excellent verbal and written communications skills.
- Possess Excel and web-based database skills.
- Have superior interpersonal skills and ability to function as part of a team.
- Hold a New York State School Counseling Teaching Certificate or a Bachelor's Degree in an appropriate field from an accredited university. A Bachelor's degree in Human Services or related field is preferred.
- Be willing to participate in training and other required programs, and assume the cost of any related fees.
- Be able to read, write, and speak fluent English.
- Desktop and web-based database skills are a must

Applications and resumes must be submitted online at:

<http://buffaloschools.applicantstack.com/x/detail/a2gagkzhk0g1>

No hard copy or e-mailed resumes will be accepted. Absolutely no phone calls.