



## **Peekskill City School District**

*Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.*

**Office for  
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499**  
**Phone: (914) 737-3300, Ext. 1550/1551 • Confidential Fax: (914) 788-7580**  
**Email: [HR@PeekskillSchools.org](mailto:HR@PeekskillSchools.org)**

# **PLEASE POST IN APPROPRIATE AREAS**

## **PERSONNEL BULLETIN #2526-024**

### **ANTICIPATED VACANCIES**

#### **April 9, 2025**

<b><u>PROGRAM:</u></b>	<b>College and Career School Counselor (Tenure Track Position) 2025 – 2026 School Year</b>
<b><u>CERTIFICATION:</u></b>	New York State School Counselor certification required
<b><u>QUALIFICATIONS:</u></b>	See attached
<b><u>RESPONSIBLE TO:</u></b>	Melanie Roman, Director of P-Tech/Early Scholars Program Eudes Budhai, Assistant Superintendent for Secondary Education School Principal
<b><u>SALARY:</u></b>	Terms of employment are in accordance with the Peekskill Faculty Association's (PFA) contract. (General Fund/PTECH Grant)
<b><u>START DATE:</u></b>	August 27, 2025 (Anticipated)
<b><u>CLOSING DATE:</u></b>	Open Until Filled

#### **INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at [hr@peekskillschools.org](mailto:hr@peekskillschools.org)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

*The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates.  
Candidates must submit to fingerprints clearance*



**PEEKSKILL CITY SCHOOL DISTRICT**  
**College and Career Counselor (Guidance)**  
**JOB DESCRIPTION**

**Primary Function:**

- Provide individualized and group support for college and career planning, addressing social-emotional and academic challenges.
- Teach two periods every other day on college preparation and career readiness while coordinating related workshops and events.
- Build partnerships with colleges and community organizations while maintaining communication with staff, families, and stakeholders.
- Active member of their assigned School Improvement Team

**Responsible to:**

- Assistant Superintendent for Secondary Education, Director of Early College/ P-TECH, Principal

**Qualifications**

- NYS Certified as a School Counselor
- Demonstrates high instructional knowledge and performance skills.
- Innovative in developing curriculum, initiatives/experiences.
- Team player committed to lifelong learning and planning for school improvement.
- Strong organizational, communication, and interpersonal skills
- Experience with data collection and analysis to drive program decisions
- Bilingual preferred

**Responsibilities and Expectations:**

- Guide students through the college application process, including Common Application, FAFSA, scholarship applications, and essay writing.
- Support students with career exploration and planning by providing resources, workshops, and one-on-one counseling.
- Coordinate and facilitate college and career readiness workshops, including resume building, interview preparation, and networking strategies.
- Develop and maintain partnerships with colleges, universities, vocational programs, and local businesses to facilitate student pathways and expand student opportunities.
- Monitor academic and personal progress, maintain detailed records, and individualized student plans and outcomes.
- Provide individualized support to address academic, personal, and social-emotional needs.
- Collaborate with teachers, administrators, and families to ensure holistic student support.
- Offer guidance on balancing dual enrollment and high school responsibilities.

**Program Coordination and Collaboration:**

- Work closely with P-TECH and Smart Scholars program staff to align counseling services with program goals and student needs.
- Organize campus visits, career fairs, industry site visits, and guest speaker events to expose students to various post-secondary opportunities.

- Serve as a liaison between P-TECH/Smart Scholars and college partners to ensure students are meeting program requirements and goals.
- Assist in the report on student progress and outcomes related to college and career readiness.
- Use data to inform program improvements and student support strategies.
- Lead coordination of the summer bridge program for rising 9th-grade students entering P-Tech and Smart Scholars programs.
- Coordinate Early College Saturday Academy, including planning enrichment sessions for both students and families.
- Coordinator intervention services, including academic tutoring, Regents exam preparation, and targeted academic support to promote student achievement and success.
- Lead recruitment efforts for rising students into the P-Tech and Smart Scholars programs, including outreach to families, informational sessions, presentations at feeder schools, and coordination of the application and selection process, and guiding students and families through the application process.

***Teaching Responsibilities:***

**Classroom Instruction (2 Periods Every Day):**

- Teach two classes aligned with college and career readiness, focusing on topics such as:
  - College application processes and timelines.
  - Financial literacy, including FAFSA and scholarship applications.
  - Career exploration and vocational planning.
  - Developing soft skills, such as communication, teamwork, and problem-solving etc.

***Professional Collaboration and Community Engagement:***

- Participate in staff meetings, professional development, and community events related to college and career readiness.
- Actively collaborate with P-TECH/Smart Scholars staff, families, and community members to promote student success.
- Maintain a positive and supportive learning environment that encourages students to set and achieve their personal and professional goals.