



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title:** After School Middle School Guidance Counselor/Instructor  
**Location:** PS/MS 218, - 1220 Gerard Ave., Bronx NY 10452  
**Reports to:** Project STEP/JAM Director

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Job Summary:**

Under the direct supervision of the Project STEP Director, the Guidance Counselor will develop and facilitate a high school prep curriculum for all current 6th and 7th grade students in WHEDco’s afterschool program at PS/MS 218. He/She will also support the 8<sup>th</sup> grade students in their high school selection process, as needed.

**Primary Responsibilities:**

- Provide information, guidance, and general test preparation to students and families for the NYC High School entrance exam and admission process.
- Teach small groups and design appropriate lesson plans/workshops/exercises to suit the size and learning needs of the group.
- Meet with teachers about IEPs and special needs of students in 6-8<sup>th</sup> grade.
- Administer practice tests and evaluate results.
- Effectively support students in their High School admissions and selection process to empower them to make informed decisions.
- Attend weekly staff/planning meetings.

**Qualifications:**

- Strong academic skills in English and Math;
- Demonstrated interest in the field of education, child development;
- Bachelor's degree in related field. Master's Degree in progress or completed;
- Minimum two year's professional experience working with children in a classroom, after school, or community based environment. Substantial volunteer work will be considered;
- Familiarity with NYC High School admissions process and testing;
- Proficient in understanding IEPs and special needs services for students;
- Bilingual (English/Spanish) a plus, but not required;
- Well organized, able to work both independently and collaboratively;
- Able to work afternoons;
- Knowledge of trends in education, career exploration and educational planning;
- Previous work experience in low-income communities.

Hours: 3:00 pm to 5:00 pm, three-four afternoons per week: Monday, Tuesday, Wednesday, or Thursday; plus one hour prep per day. Starting Date September 2017.

Competitive pay rate based on experience. This is a part-time, hourly position.

**To respond, send a cover letter and resume to one of the following:**

**Email:** [STEPrecruiting@whedco.org](mailto:STEPrecruiting@whedco.org)  
(Please include "Guidance Counselor" and your name in subject line.)

**Mail:** WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**Attn:** Project STEP/JAM Director