

**Position Information:**

Job Title: College/Career Counselor
Reports To: Vice Principal
Department: High School
Supervises: N/A
Classification: Exempt / Full-time / Year-round
Start date: 2019-2020 Academic Year

School Description:

San Miguel High School is a Catholic, Lasallian learning community empowering youth from underserved families. San Miguel nurtures a Christian spirit and integrates rigorous academic with practical workplace experience, thereby transforming students to be prepared for college and career. San Miguel high school is sponsored by the Brothers of the Christian Schools (www.delasalle.org). The school opened in August 2004. San Miguel currently has approximately 350 students and expects to be at 400 in the 2019 – 2020 school year. (www.sanmiguelcristorey.org)

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a professional work assignment. San Miguel High School is part of the Cristo Rey Network (www.cristoreynetwork.org), 28 high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

The Corporate Work Study Program (CWSP) is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency which trains the students for entry-level employment and markets their services to local clients. Typically, four students share one full-time position from the beginning of August through May. The fees for the students' services go directly to the school to pay a significant portion of the cost of education.

Job Description:

The College/Career Counselor plays an essential role in ensuring all students are on track to enroll and succeed in college. The position requires an extraordinary commitment to serving urban, low-income youth, most of whom will be the first in their family to pursue a degree. It is the responsibility of the College/Career Counselor to ensure that specific grade level curriculum is implemented successfully. The position requires extensive experience with the college admission process, a strong understanding of low-income students' and family needs in preparing for college, and the ability to manage key relationships with a variety of internal and external stakeholders. In addition, candidates should be prepared to work closely with

Naviance Succeed and integrate it into the workflow of the College/Career counseling office. The College/Career Counselor collaborates directly with students, parents, faculty and College Admissions Representatives. This position reports to the Principal.

The College/Career Counselor guides and monitors student progress to and through graduation, assists students and families in consideration of the extensive range of colleges available both regionally and nationally, and prepares and positions students for the processes and procedures that will make them successful applicants. Due to our unique circumstances the College/Career Counselor is expected to develop and continue strong relationships with the alumni of San Miguel ensuring they receive appropriate and needed support throughout their college career. The College/Career Counselor tracks students through their college programs, assisting them as appropriate, and uses the information generated to adjust programs and services for current students.

Our constituency is an inner city, low income, first generation college-bound population, the College/Career Counselor 's work at every stage involves education for not only the students but also for family members who influence and support student choice. The work of the College/Career Counselor is interdependent with that of other professionals who work in support of our students and their families, there is a strong emphasis on this role as a member of a student support team working with students, families, faculty, and outside agencies on behalf of every student's success. Each student works five days a month at an entry-level job in a professional setting, the Counselor, along with other team members, educates students in time management and in methods of balancing responsibility to both work and study.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Work closely with students, families, staff, teachers and the leadership team to support the mission of the school and ensure student success
- Build and maintain positive relationships with students and families
- Refine the College Counseling curriculum delivered to students to meet the changing landscape of college admittance, scholarship opportunities, and summer enrichment opportunities
- Deliver an individualized college match plan for each junior and senior student to meet their academic, financial, and personal needs
- Coordinate school-wide testing and track student data
- Work collaboratively with College and Personal Counseling team members
- Understand and support the philosophies of the Catholic Church
- Commitment to De La Salle Christian Brothers educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Commitment to the mission of the school derived from personal faith and love for the underserved

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

- College Counseling Certificate
- Experienced college counselor who is highly qualified in secondary education
- Master's Degree preferred but not required
- Able to work outside normal schedule periodically in collaboration with colleagues
- Willingness to participate in programs that support and encourage the mission of the Catholic Church and the faith and spiritual growth of the students and oneself
- Position requires normal physical demands of a classroom teacher
- Bi-lingual in Spanish strongly preferred but not required
- Coordinate a comprehensive college counseling plan for all students
- Make class and evening presentations to students and parents regarding college and financial aid options
- Counsel students on college options
- Assist students with preparation of college applications
- Communicate with colleges and universities to promote Cristo Rey students
- Coordinate college tours and college fair trips
- Coordinate visits to Cristo Rey by college admission officers

Please email to mirandac@sanmiguelhigh.org your cover letter, resume and 3 letters of reference with current contact information.