College Counselor Position

Our Mission
Located in the heart of Oakland’s historic Fruitvale district at the Saint Elizabeth Campus, Cristo Rey De La Salle East Bay High School (CRDLS) is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

Our Unique Approach
Working at CRDLS is UNLIKE teaching in a traditional high school environment.

We are proponents of personalized learning. CRDLS leverages the Summit Learning platform to aid in the delivery of its educational program. The school is sponsored by the De La Salle Christian Brothers of the Lasallian District of San Francisco New Orleans and is a member of the Cristo Rey network.

We are committed to the principles of restorative and wholeness practices, and we integrate a unique corporate work study program in the educational experience of each student associate. Each student associate is employed five days per month by a corporate partner, local business, or community agency which, in turn, provides socio-political capital and tuition assistance.

The Call
The College Counselor plays an essential role in ensuring all Cristo Rey De La Salle students are on track to enroll and succeed in college. The position requires an extraordinary commitment to serving students from limited socio-economic backgrounds—most of whom will be the first in their family to pursue a degree through the implementation of a comprehensive, four-year college counseling program. The position requires extensive experience with the college admissions process, a strong sense of the needs of students with limited economic resources 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 counseling office.

Essential Responsibilities include but are not limited to:

- Guiding and assisting students through the entire college and financial aid application process
- Planning and leading workshops for parents and students on key topics (financial aid planning, different types of institutions, scholarships, essay writing) related to the college admissions process
- Building and celebrating a school wide college going culture (e.g. publicly posting college acceptances, on-site admissions days, planning and leading senior acceptance assemblies and other school wide traditions)
- Ensuring parents and students comprehend the different application requirements, admissions policies, financial aid applications associated with different colleges
Ensuring students take advantage of special opportunities made available to low-income students in the college search and application process (fee waivers, fly-in visits, summer programs, enrichment programs)
Participating in professional development opportunities offered by the Cristo Rey Network
Maintaining a comprehensive list of scholarships and summer enrichment opportunities on Naviance Succeed or another database.
Assisting with the coordination of the ACT/SAT assessments (PSAT9, ACT, PSAT, SAT)
Writing and managing the collection of letters of recommendations for all seniors
Developing and maintaining a robust network of college admission professionals through regular communication and visits.
Visiting/touring college campuses with students
Ensuring students participate in a college fair each year
Distributing pertinent college information to students and parents through Naviance Succeed
Establishing, pursuing, and tracking clear school goals for college admissions, enrollment, persistence, and completion

Additional Responsibilities

- Participating in information programs hosted by colleges and universities in the region
- Representing our school at local, state and national college admissions conferences (ACT/College Board, NACAC), college fairs, and college tours.
- Participating in professional development opportunities offered by local colleges
- Serving as an expert to students, parents and staff on the entire college search and selection process
- Teach all college going sections for each grade level (9th grade once per month, 10th grade twice per month, 11th grade 1 period/ 1 semester, 12th grade TBD)

Requirements

- At least three years of successful experience in a similar role;
- Master's degree in education is desirable; Bachelor's degree required;
- Minimum 3 years' experience in high school counseling;
- Proficiency in Spanish is desirable but not required;
- Strong understanding of the barriers to access to college for low-income first generation students;
- Highly collaborative, dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders;
- Relentless focus on results, high level of accountability, and willingness to do “whatever it takes”
- Prospective applicants with a Catholic background are preferred.
- Prior teaching experience or work with underserved youth is preferred;
- Standard health and background checks including department of justice fingerprinting

Seven Essential Characteristics of an Educator at Cristo Rey De La Salle East Bay High School

- Commits to working with young people, and accompanies our student associates to become agents of their academic success;
- Exhibits the flexibility to pivot and is comfortable with change and transition;
- Listens to new educational research, displays a growth mindset, and engages in lifelong learning;
- Models mindfulness, culturally responsive and relevant teaching, wholeness and restorative justice practices;
- Collaborates openly and communicates authentically with colleagues to build an inclusive educational community;
- Takes creative initiative, is resourceful, organized, self-directed, and is reflective and loving in disposition;
- Appreciates our Lasallian Catholic heritage and tradition, and respects religious plurality.

**Compensation**
We offer a competitive salary and benefit package for our faculty and staff.

**The Application Process**
If you are considering applying for a position at CRDLS, please submit via email to Chris Trinidad, vice principal + Ana Hernandez, principal [hr@cristoreydelasalle.org] one PDF document containing a cover letter and resume.

If you are invited for an interview, please be prepared to provide (1) your transcripts from each undergraduate and graduate institution you attended; (2) a copy of any additional certifications including any credentials; (3) and, 2 letters of recommendation. Applications are accepted on an ongoing basis and will be reviewed in the order in which they are received. You will be contacted if you are selected to participate in the interview process.