



*College Counselor (Full-Time)*

*Job Description*

*2021-2022 School Year*

**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.

**Overview:**

The college counselor reports to the Assistant Principal and collaborates directly with Students, Parents, Faculty, and College Admissions Representatives.

The College Counselor plays an essential role in ensuring all CRDLS 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 – 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 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 counseling office.

**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.

**Anticipated Start Date:**

- One week long Summit Training in June
- FT position starts July 1, 2021 with Professional Development followed by the start of the school year!

**Primary Responsibilities**

- Guiding and assisting students through the entire college and financial aid application process through an intrusive counseling approach
- Teaching a College and Career Course to all Juniors or Seniors

- Teaching a once per month seminar to 9th or 10th grade students
- 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 (i.e. fee waivers, fly--in visits, university partner programs and scholarships)
- Participating in professional development opportunities offered by the Cristo Rey Network's national office
- 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 (EXPLORE, PLAN, ACT, PSAT)
- 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 CRDLS 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 college access / admissions organizations (i.e. Association of College Admissions Counselors)
- Serving as an expert to students, parents and staff on the on the entire college search and selection process

### Qualifications and Skills

- Bachelor's Degree required; Masters preferred
- At least 3 years of experience in college advising with low--income, urban students and their families
- 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
- Excellent verbal and written communication skills required; Bilingual preferred
- Relentless focus on results, high level of accountability, and willingness to do "whatever it takes"
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- Ability to thrive in a fast--paced, entrepreneurial school environment

### Compensation

- Full-time, 12 month position with benefits. Placement on Salary Scale is based on education and experience.

### Application Process

If you would like to be considered for a faculty position at Cristo Rey De La Salle, please submit to Ana Hernandez **one PDF** document of your resume and cover letter via email to [hr@cristoreydelasalle.org](mailto:hr@cristoreydelasalle.org) **by March 31, 2021**. Priority will be given to applicants who apply by this deadline. All other applications will be review