



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL

Position Announcement **College Counselor** **Immediate Start Date**

Our Mission and Unique Approach

[CRISTO REY DE LA SALLE](#) is a diverse Lasallian Catholic college preparatory high school. As part of the Cristo Rey Network, the largest national network of Catholic schools, our mission is to serve first-generation students by providing a high-quality college preparatory education, supporting our students into **and through** college with an intentional focus on the social, emotional, and physical well being of our students.

[Located in](#) the beautiful Fruitvale neighborhood of Oakland, surrounded by a rich Black and Latino history, informed by a centuries-old [Lasallian Charism](#), CRDLS is looking to hire a cohort of teachers to prepare trail-blazing first-gen students as the school expands!

As an independent private school, students aren't placed at CRDLS; they choose us! We offer a near-zero tuition, college preparatory, student-centered instructional program. Faculty and staff are the backbone of the school and the development of relationships is foundational to the success of each student.

Through our personalized mentorship program, mastery- and project-based curriculum, and corporate work-study program experience, our mission is to prepare our students to lead lives of faith, purpose, and service who will succeed in college and beyond.

The Ideal Candidate

We are seeking dynamic growth-minded individuals committed not only to our mission but also to equity and inclusion who reflect and/or celebrate our rich cultural diversity. Our teachers support and embrace the [seven essential characteristics of an educator at CRDLS](#) and cultivate a culture of collaboration, critical thinking, creativity, and resilience.

Primary Responsibilities

- Guiding and assisting students through the entire college and financial aid application process through an inclusive counseling approach
- Teaching a College and Career Course to all Juniors or Seniors
- Teaching a once per month seminar to 9th and 10th grade students in collaboration with the other college and academic counselors.
- 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. planning our yearly College Signing Day publicly posting college acceptances, on-site admissions days, 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 Fairs 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
- Collaborate with the Alumni Advisor and assist in supporting our alumni with the college needs

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

Required Skills and Qualifications

- A Master's Degree in Counseling, Social Work or a related field
- Minimum two years experience working as a high school as a college counselor
- Commitment to DEIB (Diversity, Equity, Inclusion, and Belonging)
- Proficiency in using technology in the classroom to enhance student learning
- Exhibit a personality that demonstrates enthusiasm, openness, and dedication to being a lifelong learner
- Exhibit interpersonal skills to relate well with students, staff, administration, parents, and the community

Compensation

Placement on the Salary Scale is based on education and experience. Salary ranges from \$61,000 - \$98,000 (prorated for the remainder of the school year)

Application Process

If you would like to be considered for a faculty position at Cristo Rey De La Salle, please submit a PDF document of your resume and cover letter with 3 professional references and 1 personal reference to hr@crstoreydelasalle.org.