



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION
College and Career Counselor

Organization Summary:

[Cristo Rey Philadelphia High School](#), a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. While their students are at work, teachers use the time for lesson planning and preparation, student support meetings, and collaboration.

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As part of the team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The ideal candidate will contribute to the success of the Cristo Rey Philadelphia College Counseling Office by collaborating with the Director of College and Career Counseling, Alumni Advisor, as well as key school staff and administration to coordinate the College Access and Success program elements. Ensures students meet short, intermediate and long term outcomes including high school graduation, college readiness, college matriculation and completion of college education that will position for a successful transition into a career.

The Senior College and Career Counselor position is a 12-month role and reports to the Director of College and Career Counseling.

Duties and Responsibilities:

College & Career Counseling

- Teach multiple sections of 12th grade Senior Seminar, a post-secondary readiness course that leverages Cristo Rey's College Knowledge and Career Success curriculum
- Plan for and execute regular one-on-one and small group meetings with a caseload of up to 60 12th grade students
- Help students progress towards high school graduation and post-secondary plans through proactive advising, tailored interventions, and targeted programming
- Partner with the 12th grade team to create and implement academic and behavioral support plans for 12th grade students

- Work in partnership with school leadership to ensure 12th grade students end the year with grade point averages that put them on track for rigorous post-secondary pathways
- Maintain consistent engagement and partnership with families of 12th grade students
- Plan and lead student events, college visits, and workshops, focused on the essential skills, mindsets and exposure necessary for high school and post-secondary success
- Plan and lead workshops for families on the essential topics related to high school and post-secondary success

DATA MANAGEMENT, ORGANIZATIONAL COLLABORATION/ LEARNING/ TRAINING:

Utilizes PowerSchool, Salesforce Database & Naviance for consistent and timely data tracking, including up to date contact information, points of service entries, and student assessments

- Manage all senior demographic, academic and demographic information across the SCOIR platform.
- Serve as lead for all transcripts, mid-year reports, and end of year reports.
- Track meeting notes and student data - both qualitative and quantitative - consistently and accurately
- Analyze student academic data to drive action planning and support plans
- Employ effective, data-informed Match practices throughout the college placement process
- Support logistics for key events for the senior class
- Remain abreast of relevant developments concerning all aspects of college placement, including financial aid, scholarships, applications, and admissions standards

Qualifications:

Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition they will meet or exceed the following requirements:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Strong small and larger group facilitation skills
- Strong organizational and project management skills
- Ability to work well in a team and to communicate effectively with students, parents, teachers, administrators, and universities
- Holds high expectations for students and self
- Strong leadership, personal initiative and problem-solving skills
- Pass a criminal and child abuse background check.

Education and Experience:

- Bachelor's Degree required, Master's Degree in Counseling, Higher Ed., or related field preferred
- Five years of experience in college counseling/higher education preferably in an urban education
- Strong understanding of college admission process, financial aid, scholarships and grants, college admissions testing and career development
- Experience working with low-income, first generation college students a plus
- Bilingual abilities are a plus
- Classroom/curriculum development experience a plus
- Experience working with databases (i.e. SCOIR, Salesforce, etc.) preferred

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours instructing a classroom of learners;
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:

To apply for the College and Career Counselor position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to jointheteam@crphs.org:

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each;

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.