



CRISTO REY
PHILADELPHIA

Director of College & Career Counseling

Position Summary

The Director of College and Career Counseling has oversight of all aspects of the college and career counseling program at Cristo Rey Philadelphia High School. Reporting to the Principal, the Director of College and career Counseling will supervise the school-based college and alumni support staff to build and sustain highly effective college initiatives including: early college awareness and skill building for students and their families; enrichment and summer opportunities access; college entrance exam management; college advising and financial aid application processes; matriculation and transition to college; and alumni support.

The Director of College & Career Counseling reports to the Principal. It is a full-time, exempt, 12-month administrative position performed on-site at Cristo Rey Philadelphia High School, located at 1717 W. Allegheny Ave., Philadelphia, PA 19132.

Key Responsibilities

- Develop and execute parent and student programming in college access and success for the school
- Supervise a team of two college counselors, 1 alumni advisor, and 1 career counselor
- Manage departmental budget and assist in grant writing and fundraising for college access initiatives
- In tandem with the alumni support counselors, support and help facilitate the sharing and results of alumni persistence and success in college with the school-based team to improve the 9-12 program
- Attend and participate in leadership meetings to ensure college and alumni perspective on school-wide decisions
- Coordinate with advisory and grade level team to ensure collaboration and support of college initiatives in the school
- Ensure operations and academic teams are informed, aligned and supporting the data needs of the college team, i.e., transcripts and Naviance, data imports from student information systems
- Advise students and families as they move through the college search, application, and selection process
- Counsel individual students and create and teach college counseling class lessons (senior class approx. 125-150 students)
- Write compelling school letters of recommendation, and advising faculty in their writing of recommendation letters
- Plan and execute on-campus admission and financial aid programs and workshops for parents, students and college admissions representatives
- Support student progress throughout all aspects of the application process beginning in 11th grade
- Counsel seniors and their families as they make decisions about college matriculation
- Build and sustain mutually beneficial relationships with colleges through campus visits, meetings with representatives, attending conferences, etc.
- Communicate college counseling related information to all school constituents (students, families, faculty, Boards, etc.)
- Represent the School at appropriate professional events, e.g., Cristo Rey Network events, NACAC, NCAN, NPEA
- Manage and track progress to reaching both monthly and end of year goals

- Prepare regular reports to send to Administration on departmental metrics and progress to goals
- Support School activities and initiatives
- Other duties as assigned

Skills & Qualifications, Education & Experience

Candidates must have earned at least a B.A. Master's degree in Counseling, Higher Education, or related field preferred. Five years or more of experience as a College Counselor or Admissions Officer is preferred. Supervisory experience is preferred. The successful candidate will have excellent written and verbal communication skills. In addition, they will have:

Passion for higher education accessibility and completion of college for first generation and underserved students.

- Creative, strategic, and meticulous thinker in assessing and improving current college counseling program and developing new elements to enrich the quality of the program
- Understanding and awareness of barriers that underrepresented, low-income, and/or first-generation populations face on their pursuit to a college degree
- Track-record of developing early college awareness programs
- Wide knowledge of East Coast and national colleges including degree programs, opportunity programs, diversity programs, admissions criteria, defining "fit" for first-generation low-income students, as well as familiarity with admissions personnel
- The ability to listen, empathize, support, guide, and counsel families wisely, appropriately, and tactfully
- The ability to maintain confidentiality
- Enthusiasm for the school's mission
- The ability to work collegially with all constituencies
- Effective mentoring and supervision skills
- Strong organizational skills and ability to meet deadlines
- Responsiveness to requests for information and guidance
- The ability to engage students positively, and interact productively with colleagues and parents
- Familiarity with relevant software (e.g., Salesforce, Naviance, Slate)
- Teaching and/or coaching skills are preferred
- Experience with high school or college aged youth preferred

Job Application Process:

- Submit one PDF containing the following documents to jointheteam@crphs.org:
 - Cover Letter
 - Three Professional References
 - Resume

About Cristo Rey Philadelphia High School

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 now based in a beautiful campus in the Tioga neighborhood, the school serves over 540 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Cristo Rey Philadelphia offers a rigorous academic curriculum coupled with professional work experience. Each student participates in the Work-Study Program, an integral part of the Cristo Rey model, in which every student works one day a week throughout their four years at the school. Through this unique model, all students earn half the cost of their education by working one day a week through the Work-Study Program. The school's goal for every student is not simply high school graduation or college acceptance but college

graduation. It is the mission of the faculty and staff to prepare every Cristo Rey Philadelphia student to be successful in college.

Cristo Rey Philadelphia High School was founded under the guiding pillars and principles of Believe, Dream, Lead, and Serve. It is important that our entire community lives by these values every day:

- We Believe in fostering a culture rooted in respect.
- We Dream of growth, with hard work and resilience as our guides.
- We Lead with integrity, knowing that the next one to lead is watching.
- We Serve to affirm our commitment to community.

Who We Are:

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our schools for our education, our Work-Study Program, and our values.
- **National Community:** Our faculty and staff are a proud part of a national movement. There are 40 Cristo Rey schools across the country.

We are looking for team members who are passionate about our mission and want to work with our incredibly talented community to give our students the opportunity they deserve.

Employee Benefits:

- Cristo Rey Philadelphia offers competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Vision Care Insurance Coverage
- Defined 403b Contribution Plan
- Available Professional Development and Continuing Education funds
- Paid breaks and holidays
- Free Lunch Benefit available daily

Equal Opportunity Employer

Cristo Rey Philadelphia High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school administered programs.