**Founding College Counselor**

**Job Title:** College Counselor

**Reports to:** Principal

**Contract Type:** 12-month

**About Cristo Rey Miami High School (CRM)**

Cristo Rey Miami High School is a new private, Catholic, college preparatory high school located on the campus of Barry University. Cristo Rey Miami is part of the Cristo Rey Network – the largest network of Catholic secondary schools in the country. Cristo Rey Network schools transform the educational process for young men and women through a unique integration of rigorous academics, spiritual formation, and a professional corporate experience. All Cristo Rey students attend school for four extended academic days, and participate in a Corporate Work Study Program one day a week. Our students have exposure to many professional fields including: medicine, finance, technology, business, and law. Cristo Rey Miami students are poised to be transformative leaders in their communities and beyond.

**Job Description**

The ideal candidate, as part of CRM’s founding academic team will possess an ambitious vision for academic excellence, an appreciation for systems that support student success, a culturally responsive mindset, and a commitment to collaboration and growth with all stakeholders. The ideal candidate will create and contribute to a vibrant college-going culture that promotes growth, resilience, accountability, and achievement for all students. The Founding College Counselor will assist students with defining and clarifying their educational and career goals. This person will also educate students and families and advise them through the college admissions process. In addition, this person will help students create goals that will ensure all students are well rounded candidates when they are applying to college. Also it is an expectation that all faculty and staff support the spiritual mission of Cristo Rey Miami High School. Overall, the ideal candidate will be an integral member of the high-functioning, vibrant team that serves its students needs and cultivates their many talents to and through college.

**Essential Duties and Responsibilities**

*Students and Families*

* Assists students with defining and clarifying their educational and career goals.
* Helps students plan SMART goals and action plans for their 4-years at Cristo Rey and 4-years in college.
* Assists families in identifying suitable colleges and universities that match the career goals of the student.
* Advises students on all aspects of the college admissions process, including test preparation plans, personal statement and essays, and financial planning.
* Assists in the selection of students for special programs and scholarships.
* Plans College Tours and College fairs for students and families.
* Plans parent/community education nights geared around post-secondary options and the college application and decision process.
* Works closely with Barry University and local university partners to ensure students are maximizing their experience on-campus through enrichment programs, and other opportunities.

*School Leadership*

* Assists with standardized testing registration and ensures all accommodations are met for students.
* Assists with the planning, development, and execution of Summer Success Institute.
* Helps develop the college and career readiness curriculum for all grade levels

*Professionalism*

* Leads by modeling the school’s core values and serving as an exemplar spiritual leader of the mission: treating all stakeholders with empathy and love, modeling excellence, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
* Approaches professional practice through a developmental lens, and enthusiastically participates in professional development; seeks and applies feedback from leadership and colleagues in the interest of growth; demonstrates drive and independence in accessing resources to further own development.
* Contributes fully, intentionally, and constructively to the team—administration, CWSP staff, faculty and school staff—in a range of contexts; collaborates with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
* Additional responsibilities as deemed necessary by the principal to advance the Cristo Rey Miami mission.

**Qualifications**

Successful applicants will embody the commitment to the mission of Cristo Rey Miami, be a contributor to the character of our founding team and the development of CRM. The school will seek to hire and retain individuals who are skilled in their field, involved participants in the community, active in their faith, and dedicated to the success of all students. In addition, they will meet or exceed the following requirements:

* Bachelor’s degree in counseling or related field
* Three to five years of college counseling or related experience
* Ability to effectively communicate and build relationships with families and students
* Demonstrated commitment to Catholic education
* Demonstrated ability to connect with low-income, urban students and families
* Proven commitment to diversity and equity
* Ability to develop relationships with universities and scholarship organizations
* Fluency in Spanish and/or Creole preferred
* Must be willing to work a flexible schedule including evenings and some weekends

**How to Apply**

All interested and qualified applicants should submit the following documents by January 17, 2020. A complete application will include:

* Resume
* One-page cover letter
* Educational philosophy statement
* Professional references with respective contact information
* Portfolio of any relevant professional achievements
* One-page summary of an ideal college counseling department
* Please email your completed application as an attached PDF to [careers@cristoreymiami.org](mailto:careers@cristoreymiami.org)

**Anticipated Start Date:** June 22, 2020

(Founding faculty and staff will be required to participate in professional development days prior to start date)

**Salary and Compensation:** Cristo Rey Miami has a salary scale that is based on education and experience. Full time employees will be eligible for the following benefits: medical, dental, retirement, and other supplementary insurance.

**Disclaimer:**Cristo Rey Jesuit High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.