

## **EDUCATE. INSPIRE. LEAD.**

### **Position Available**

For 2019 - 2020, Cristo Rey Jesuit seeks a full-time **College Counselor** to provide best-in-class service to students from ninth grade through matriculation to college.

Are you hard-working and committed to accompanying urban students on the journey through high school to college?

Are you inspired by the transformative capacity of Catholic education in the Jesuit tradition?

Are you passionate about building a just and equitable learning environment that empowers students?

Are you courageous, energetic, and optimistic, quick to recognize the good in every student?

Are you an empathetic listener who builds trusting relationships with students, parents, and colleagues?

Are you efficient and entrepreneurial, ready to fulfill diverse responsibilities in a fast-paced, evolving environment?

Are you growth-oriented and data-driven, able to maximize feedback and resources to reach ambitious goals?

If so, Cristo Rey Jesuit High School needs your talent to enrich our supportive, college-bound learning community, serve families who embrace bold dreams for their children, and inspire students to lead through service to others.

### **About Cristo Rey**

Cristo Rey Jesuit (CRJ) in Milwaukee is part of national network of 37 Catholic high schools transforming urban education through a unique integration of rigorous academics, professional experience, and spiritual formation with a focus on students of limited financial means. In the fall of 2020, CRJ will move into its new \$35 million campus across the Menomonee Valley from Marquette University, in the heart of the Milwaukee's dynamic Clarke Square neighborhood. For the 2020-21 school year, Cristo Rey Jesuit will serve a diverse student body of approximately 400 young men and women and 200 alumni. Cristo Rey students attend class four days per week and work in a professional setting five days per month through our Corporate Work Study Program (CWSP). While some of our students will enter high school below grade-level academically, it is the collective mission of our staff to ensure that our students gain admission to—and ultimately graduate from—college. In pursuit of that goal, Cristo Rey teachers work hard, innovate, plan, reflect, and practice so that they maximize their impact in the classroom.

### **Job Description**

The College Counselor reports to the principal. As part of Cristo Rey Jesuit's counseling team, you will blend ambitious vision with clear systems thinking to leverage your extensive knowledge of college admissions, matriculation, financial aid, on-campus resources, and college-success skills to nurture and sustain a college-going culture at CRJ. You will forge relationships with students and their families starting in ninth grade, including by teaching college counseling lessons, advising students on summer program offerings, and presenting at assemblies and parent meetings. You will provide best-in-class, one-on-one support to seniors and their families through the college admissions process starting in the spring of junior year through the spring of senior year. In the spirit of *cura personalis*, or care for the whole person, you will help ensure seniors' social-emotional well-being throughout the admissions process. You will combine empathy, cultural awareness, and your expertise working with colleges and low-income communities to build lasting partnerships between CRJ and college admissions personnel. Your interpersonal intelligence, courage, and drive to find solutions will make you an asset to an adult team that is high-functioning, vibrant, and grounded in a deep commitment to the school's bold mission. By giving generously of yourself, your gifts, and your time, you will build the foundation of a school that serves its students' diverse needs, cultivates their many talents, and robustly supports its students to and through college.

## Responsibilities

### *Direct Student Support and Development of Systems and Practices*

- Ensure intensive, differentiated, equitable advising for each senior and his/her family through the college admissions process, starting second semester of junior year and through the college decision process.
- Identify high-priority seniors for intervention and personalized support during the college admissions process, and coordinate that support.
- In conjunction with the college counseling team, implement the CRJ College Readiness curriculum, including by teaching the twelfth-grade College Readiness course each day and periodic lessons in the lower grades.
- Actively manage pre-college summer programs for underclassmen as a key lever in building compelling college applications, including by researching and advertising strong programs, cultivating relationships with summer programs personnel, and providing targeted advising and application support to CRJ students.
- Identify and support candidates for existing mentoring partnerships with local college students, ensure strong relationships with those partners, and seek opportunities to create new mentoring opportunities.
- Help plan and host parent education and investment events at each grade level, including executing a high-impact “FAFSA Day” for senior parents in the fall and Senior Signing Day in the spring.
- Seek out and take advantage of opportunities to build a college-going culture at the school by presenting at assemblies, grade-level meetings, and professional development sessions.
- Work with the alumni counselor to enlist CRJ alumni to speak to students, parents, staff, and other stakeholder groups to advance and strengthen the school’s college mission.
- Help plan and execute college admissions events, including hosting college admissions presentations at CRJ and coordinating college-campus visits for CRJ students.
- Proactively build relationships with key college personnel (admissions staff, academic success program staff, opportunity program staff, financial aid officers, academic advisors, and other on-campus *champions*) to ensure a top-notch admissions experience for CRJ applicants and to build the foundation for strong on-campus support for CRJ graduates after they enroll.
- Ensure a smooth transition of support from college counseling to alumni counseling in spring of senior year.
- Work with the counseling team and school leadership to
  - reach college-readiness metrics (including 100% admission to a four-year institution), track and analyze student data in relation to these metrics, and respond effectively to the trends in the data.
  - Identify areas of strength and growth in college counseling and alumni counseling programs and appropriate revisions and/or additions to those programs to increase their efficacy.
- Support academic counseling processes as assigned by the principal, including serving as the AP Coordinator and supporting course enrollment processes each spring.

### *Professional Presence*

- Model values consistent with Catholic, Jesuit education and service to others.
- Engage students and parents with humility, respect, and empathy to enable full partnership with the school.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development, including with the CR Network; seek and apply feedback from leadership and colleagues; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully to the adult community in a range of contexts: as a member of the twelfth-grade team and the counseling team, in whole-staff meetings, in adult formation sessions, and so on.
- Collaborate with peers with integrity, humility, commitment, humor, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team’s goals and the results we achieve as the collective responsibility of the entire staff.

### *Student Support and Contribution to School*

- Co-lead a student formation advisory to help students develop the CRJ Graduate at Graduation values.
- Actively monitor transitions, meals, and/or other common times to ensure a calm and orderly environment; chaperone and moderate school events, including retreats, field trips, college visits, and dances; substitute teach as requested by school leadership.
- Assist with moderating a student club.
- Seek opportunities to participate on committees and otherwise contribute to the life of the school.

### **Qualifications, Skills, and Characteristics**

Successful applicants will embody mission-alignment, openness to growth, commitment to equity, attention to detail, resilience, results orientation, optimism, determination and zest. In addition, they will meet or exceed the following requirements:

- Expertise in the college admissions and financial aid processes and college opportunity programs.
- Extensive knowledge of the academic, socio-emotional, and life skills necessary for college persistence, particularly for first-generation college students.
- Bachelor's degree or higher.
- Superior initiative, resourcefulness, and organizational capability.
- Proficiency using technology to track data and provide corresponding support.
- Fluency in Spanish and English.
- Teaching experience a plus.
- School Counseling or similar licensure, or demonstrable progress towards obtaining licensure, a plus.

### **Apply**

To apply, submit all of the following in pdf format (as one document, if possible) to [teach@crstoreymilwaukee.org](mailto:teach@crstoreymilwaukee.org), and include the position in the subject line.

- Resume
- Cover letter underscoring both your interest in and readiness for the position
- Three letters of reference (at least two professional references)
- Undergraduate and graduate (where appropriate) transcripts

### **Disclaimer**

Cristo Rey Jesuit High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply.