

# Staff Position



**Job Title:** Director of College Guidance

**Start Date:** July 2023

**Reports to:** Principal

## ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

- CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis*.
- CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
- CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students' families and the outside community.
- CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

## POSITION SUMMARY

The **Director of College Guidance** at CRNYHS ensures our students have meaningful college awareness, college access and college success. At the heart of this effort is the value of *cura personalis*, the individual care of every student through a professional relationship that respects their gifts and talents. The Director of College Guidance serves students and their families through a comprehensive college counseling program designed for a culturally diverse student population of primarily first-generation college attendees. They have extensive experience with the college admissions process, a strong sense of their students and families' needs in preparing for college, and manage key relationships with a variety of internal and external stakeholders. In addition, the Director of College Guidance works closely with Naviance and other data tools to implement the program.

## Primary Duties and Responsibilities

- Set vision for Gr. 9-12 instructional college counseling, including Gr. 9-11 pre-college programming, junior and senior college counseling curriculum, and family engagement.
- Manage a team: lead a team of two college counselors and two volunteer college counselors; conduct effective team and individual meetings, provide subject matter expertise and support with core college counseling content and student caseloads.
- Guide and assist students through the entire college and financial aid application process.
- Plan, coordinate, and conduct workshops for key stakeholders (parents, students, teachers, and school administrators) on topics related to the college admissions process, including financial aid planning, college list development, and essay writing.
- Oversee whole school systems and processes for letters of recommendation, school profile updates, application tracking software updates, and on-site events (e.g. college fairs, FAFSA workshops, etc.)
- Keep abreast of changes in the college application and admission procedures and financial aid programs to determine the implication these changes will have on students.
- Ensure students take advantage of special opportunities made available to students from low-income families in the college search and application process (e.g. fee waivers, fly-in visits, university partner programs and scholarships).
- Participate in professional development opportunities offered by the Cristo Rey Network and national college associations.
- Develop and maintain a robust network of college admission professionals through regular communication, college admissions visits, and participation in information programs hosted by

colleges/universities.

- Build and celebrate a school-wide college-going culture (e.g. publicly posting college acceptances, on-site admissions days, planning and leading senior college recognition day, and other school-wide traditions).
- Maintain college counseling budget.
- Track application and standardized testing results.
- Carry out other tasks as assigned by the principal.

## **POSITION QUALIFICATIONS**

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Qualified applicants will have successful full-time college counseling experience at the secondary level and have worked with a culturally diverse student population.

- Bachelor's degree is required.
- Master's degree in counseling is preferred.
- At least 5 years of experience in college counseling or college admissions
- Fluency in Spanish is desired; proficiency in Spanish is required.
- This is a 12-month position.
- COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

## **HOW TO APPLY**

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Please send a cover letter, resume, and list of 3 professional references by email to, Ms. Rosanjela Batista at [employment@crstoreyny.org](mailto:employment@crstoreyny.org).

Applications will be considered until the position is filled.

## **ADDITIONAL INFORMATION**

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Salary Range: \$66,000 – \$80,000

CRNYHS determines compensation based on several factors including years of experience, certification, and degree.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage and a retirement plan with a matching contribution.

**For more information about Cristo Rey New York High School, visit [www.cristoreyny.org](http://www.cristoreyny.org)**

*This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.*

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.