



College Counselor: Spring 2022

Job Title: College Counselor
Reports to: Director of College Counseling

Our Mission

Cristo Rey Brooklyn is a Catholic high school partnering with families of all faiths to educate deserving young people from underserved communities to become men and women of faith, purpose and service. By integrating a rigorous curriculum, a unique work-study experience and the support of an inclusive school community, we enable students to succeed in college and beyond with the values essential to a fulfilling life.

Our Vision

To be considered one of the best high schools in New York as measured by academic growth and achievement, graduation rates and college success. Cristo Rey Brooklyn High School alumni will be recognized as lifelong learners, inspirational community and professional leaders, and committed to a purpose beyond self.

The core mission of Cristo Rey Brooklyn is fundamentally one of social justice; as the Cristo Rey Network's Mission Statement articulates, "The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses and communities to enable students to fulfill their aspirations for a lifetime of success."

The Position

The College Counselor role is a full-time, **12-month** staff position within the College Counseling Department. The chief expectation of the counselor is to work collaboratively with the entire team in smart, energetic pursuit of our goals of college access, college readiness and college success for ALL our CRB students. The College Counselor will report to the Director of College Counseling.

Core Responsibilities

- Manage a caseload of Senior Students (number to be determined by the Director of College Counseling, estimated around 25 students);
- Facilitate the college application process with students and families; this includes college essay writing, completion of applications and assistance with the financial aid process;
- Lead Coordination of annual College Fair and College Representative visits;
- Management of College Guidance Administration such as Naviance, College Board and Powerschool applications and websites. Ability to prepare and send all college application materials through Naviance for all students on caseload;
- Create and implement College Counseling lessons;
- Co-Teach College Guidance class for seniors;
- Present during College Nights to parents and guardians;

- Assist with the coordination of College Trips;
- Work with Director to create and implement a comprehensive college program for juniors;
- Lead coordination of summer enrichment program application process for juniors and select underclassmen;
- Assist with coordination of Test Prep for Juniors;
- Help with the administration of ACT/SAT;
- Perform other duties as assigned by the Director of College Counseling and/or the Principal.

Position Requirements

- ✓ Bachelor's Degree required ; preference given to those with a degree in a related field such as education or counseling. Applicants with a master's degree in school counseling are encouraged to apply.
- ✓ Minimum 2-3 years of prior experience as school counselor or college counselor ***preferred.***

How To apply

Please send a cover letter, resume, copies of college transcripts (unofficial), a list of three professional, supervisory references and written responses to the two questions listed below to dphilippe@crstoreybrooklyn.org

In your application, please include responses to the following prompts:

1. We have assembled a team of experienced educators who maintain high expectations for our students to support each student's learning, growth, and development. We have built a mission-driven culture that is open to growth, dedicated, driven, flexible, creative, loving, joyful, and resilient. Our team is composed of individuals who are not afraid to fail, who dare to dream big, and adults who commit to aiding our students make their dream a reality. We are always learning, reflecting, creating, and developing. We challenge ourselves and our students to believe, to dream, to lead, and to serve. ***Articulate why you should be part of this team.***
2. ***Please describe your educational philosophy and how you would put it into place as a member of our faculty.***

Cristo Rey Brooklyn High School does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation or religion.