



**CRISTO REY**  
**PHILADELPHIA**  
**HIGH SCHOOL**

**JOB DESCRIPTION**  
**College and Career Counselor**

**Organization Summary:**

[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 based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. While their students are at work, teachers use the time for lesson planning and preparation, student support meetings, and collaboration.

**The Ideal Candidate:**

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As part of the team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The ideal candidate will contribute to the success of the Cristo Rey Philadelphia College Counseling Office by collaborating with the Director of College and Career Counseling, Alumni Advisor, as well as key school staff and administration to coordinate the College Access and Success program elements. He/she will ensure students meet short, intermediate, and long-term outcomes including high school graduation, college readiness, college matriculation and completion of college education that will position for a successful transition into a career.

The College and Career Counselor position is a 12-month role and reports to the Director of College and Career Counseling.

**Duties and Responsibilities:**

**College & Career Counseling**

- Ensure students are educated about the college and financial aid processes to support them in matriculating and persisting in college.
- Counsel a caseload of high school students on an individual basis providing postsecondary planning supports that are specific to each student's needs and strengths. Help students create plans and execute against them.
- Prepare curriculum and teach a weekly Junior Seminar course geared to career exploration and postsecondary planning.
- Provide students and families timely communication including newsletters/e-mail/phone call updates about upcoming important dates for college/tests/scholarships/workshops, etc.

- Assist in writing and managing the collection of letters of recommendations for all students for summer college programs, other enrichment programs and college applications.
- Assist with the registration plan for standardized tests and all related issues.
- Assist in coordination of college visits to campus, college fairs, and a summer programs fair.
- Work with the Alumni Advisor to serve as the career development liaison for the alumni:
  - Take the lead with planning professional development workshops
  - Take the lead with coordinating the Alumni Internship Program

### **Data Management**

- Utilize PowerSchool, Salesforce Database & Naviance for consistent and timely data tracking, including up to date contact information, points of service entries, and student assessments
- Track progress toward multiple college goals (and other key data) and updates President/CEO, Principal, Director of College Counseling, and staff on a regular basis.
- Perform additional duties as assigned.

### **Qualifications:**

Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition they will meet or exceed the following requirements:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Strong small and larger group facilitation skills.
- Strong organizational and project management skills.
- Hold high expectations for students and self.
- Strong leadership, personal initiative, and problem-solving skills.
- Proficiency in using technology in the classroom to enhance student learning (i.e., word processing, spreadsheets, databases, online textbooks, and educational websites).
- Strong interpersonal skills to relate well with students, staff, parents, and the community.
- Complete Virtus training and pass a background check.

### **Education and Experience:**

- Bachelor's Degree required, Master's Degree in Counseling, Higher Ed., or related field preferred.
- Two years of experience in college counseling/higher education preferably in an urban education.
- Strong understanding of college admission process, financial aid, scholarships and grants, college admissions testing and career development.
- Experience working with low-income, first-generation college students a plus.
- Classroom/curriculum development experience a plus.
- Experience working with databases (i.e., Naviance, Salesforce, etc.) preferred.

### **Physical Requirements:**

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours instructing a classroom of learners;

- Must be able to lift up to 25lbs on a frequent basis.

**Application Process:**

To apply for the College and Career Counselor position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to [jointheteam@crphs.org](mailto:jointheteam@crphs.org):

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each;

*Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.*

**NOTICE TO APPLICANT: COVID-19 Vaccination Policy**

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.