

NATIVITY PREPARATORY SCHOOL
Part-Time High School Placement Coordinator
www.nativityboston.org

Our Mission:

Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Staffed by experienced teachers and dedicated volunteers who work closely with families, the school prepares students for success in high school and college. Nativity's academically challenging and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others.

Position: High School Placement Coordinator (Part-Time, Temporary Contract position)

- Assist 8th grade families and students in navigating the high school application process from start to finish.
- Generate a list of recommended high schools for each 8th grader through conversations with parents and students, academic and conduct/effort grades, faculty and staff input, practice test scores, summer camp performance, and extracurricular interests and talents
- Create a calendar for the high school application season
- Support test preparation class in the fall and administer practice tests (SSAT and HSPT)
- Practice interview skills with students and conduct interview workshop in the fall with volunteer interviewers
- Coordinate with families to set up interviews and tours at schools. Communicate visit specifics with students, parents, Nativity faculty/staff, and high schools
- Develop relationships with various high schools in order to invite and host high school representatives on visits to Nativity
- Work with students to request paper and/or set up on-line applications
- Guide students in distributing recommendations to teachers and administrators, and collect paper recommendations from Nativity faculty/staff
- Assist parents in completing all financial aid forms (FACTS, TADS, PFS,SSS) by hosting financial aid workshops or meeting with families individually and get fee waivers when available
- Inform parents of parent portions on applications and assist when necessary
- Monitor all portions of on-line applications and collect paper documents required by high schools; obtain application fee waivers when needed
- Register students (and secure fee waivers if necessary) for standardized tests (SSAT, ISEE, HSPT)
- Submit (by mail or on-line) all applications (high school, financial aid, scholarship) by designated deadlines
- Communicate with high schools about individual applicants throughout process

- Regularly research Boston charter schools and private schools to stay current with new school options and to be aware of changes to existing charters
- Inform parents of Boston Public Schools registration process and strongly encourage every family to register during the first round
- Maintain organized notes and systems during the high school placement process to ensure accurate reporting and follow-up
- Consult each family on their high school decision considering all academic, social and financial factors. Ensure families are prepared to make an enrollment deposit
- *This is a 3-day/24 hour a week position on a 6 month contract from mid-August 2017 to mid-February 2018*

Qualifications:

- Experience in working with urban youth.
- Comprehensive knowledge of the high school application and financial aid process.
- Familiarity with local private high schools.
- Strong interpersonal/human relations skills.
- Ability to self-motivate and be proactive.
- Strong verbal and written communication skills.
- Mission driven, team player.
- Patience, kindness, creativity, initiative.
- Openness to embracing and promoting the Jesuit mission of Nativity Prep.

To apply:

Submit a resume and cover letter to:

Nora Frias
Director of Graduate Support
Nativity Preparatory School of Boston
39 Lamartine St, Boston, MA 0213

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