

Cristo Rey San Jose Jesuit High School Academic Counselor Job Description

Temporary Position Currently Open - to hire for January through April.

Introduction

Cristo Rey San Jose Jesuit High School is looking for dedicated educators to help lead the foundation of our school. We opened our doors in the fall of 2014 as a part of the 30-school network with the following mission:

The Cristo Rey Network® empowers thousands of students from underserved lower-income communities to develop their minds and hearts to become lifelong contributors to society. By providing students an excellent college preparatory education and a unique four-year, integrated corporate work study experience, we seek to help transform urban America.

Since the founding of the first school in Chicago in 1996, the Cristo Rey model has become one of the most innovative and successful educational programs in the nation, serving over 8,000 students in 26 other cities.

Cristo Rey San Jose provides underserved students with a rigorous college prep Jesuit Catholic Education. We are hosted at Five Wounds Parish on E. Santa Clara St. and Highway 101 serving East and Downtown San Jose students. We seek to improve on an already successful Cristo Rey model by adapting Blended Learning to personalize education for all students.

Mission Statement

Cristo Rey is a Jesuit, Catholic High School that empowers students from underserved communities in San José to be men and women for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

Vision for Students

We are women and men for others who work, learn, lead, and succeed.

Academic Counselor Description

The academic counselor will manage the student academic support programs working with all students to improve academic success especially focusing on struggling learners. The academic counselor collaborates with the personal counselor to create and maintain a comprehensive school counseling program that focuses on the mental, personal, and social health and well-being of all students. Additionally, the academic counselor will create a comprehensive college information program. The counselor will serve as the main hub of communication with parents for academic performance.

Specific Job Responsibilities

- **Oversee tutoring and academic support program**
 - Manage after school tutoring program assigning students who need support every other week to different teachers
 - Supervise extended tutoring program for sophomores with multiple failures, homework club for students who missed homework, and Saturday school
 - Recruit, train, and supervise volunteer and paid tutors
 - Monitor student progress biweekly to assign students for intervention and support

- Counsel students one on one to further students' capacity to be their own advocates and successfully navigate their own lives.
 - Collaborate with the personal counselor to create case load for lower level intervention students
 - Meet every trimester with students on case load ensuring students receive academic and personal support every grading period
- Create comprehensive college information program to deliver to students and parents including but not limited to:
 - College trips for students
 - Family College information nights
 - College information imbedded in core academic courses
 - One on one college counseling for all students biannually
- Communicate with parents on a regular basis about academic issues collaborating with the Dean of Academics, Principal, Assistant to the Principal, Admissions, and Faculty
 - Call parents of students are intervention list
 - Communicate with parents when students' grades have dropped
 - Reach out to parents for improvement or consistent solid performance
- Participates in the weekly Student Engagement and Support Committee meetings that intervenes with students struggling with social and emotional issues.
- Participates in the weekly meeting for the Academic Support Committee that gathers feedback from teachers to deliver academic interventions.
- Other duties as assigned by the Dean of Academics

Qualifications

- Bachelor's degree (Master's degree in counseling with preference for PPS License, preferred but not required).
- Fluent in Spanish
- Preference for experience working with low income populations and as a high school counselor.

Salary

Commensurate based education and experience and will be prorated for number of months worked.

General Information

- Reports to Dean of Academics.
- Temporary position, exempt, 4 months. Not eligible for benefits.
- Work hours vary including some evenings and weekends.

To Apply

Send résumé, cover letter, application questions, and two letters of reference to luis.heredia@cristoreysj.org by Sunday, November 25th

Application questions:

1. How will you model the Mission and Vision of Cristo Rey San Jose Jesuit High School?
2. How do you motivate students who are struggling academically to improve?
3. Why are some low income students lagging behind their more affluent peers in American schools?