TEACH. INSPIRE. LEAD.

Position Available. For 2016-17, Cristo Rey Jesuit seeks a full-time College Counselor.

Are you **hard-working and passionate** about helping urban students graduate from high school and college?  
Do you **hold all students to high expectations** and support them tirelessly in reaching challenging goals?  
Are you **inspired** by the **transformative** capacity of Catholic education in the Jesuit tradition?  
Are you **energetic, optimistic,** and **courageous,** quick to recognize the good in every student?  
Are you an **empathetic listener** who builds trusting relationships with students, parents, and colleagues?  
Are you an **innovative** and **resourceful,** using technology, research, and best practices to support students?  
Are you **growth-oriented,** leveraging feedback to ensure your students’ development as well as your own?  
Are you **organized and efficient,** consistently fulfilling varied responsibilities in a fast-paced environment?  

If so, **Cristo Rey Jesuit High School** needs your talent to help lead a college-bound, supportive learning community, inspire families to pursue bold dreams for their children, and teach students to lead through service to others.

**About Cristo Rey.** Cristo Rey in Milwaukee is the 29th school in a growing national network of Catholic high schools recognized for transforming urban education through a unique integration of rigorous academics, professional experience, and spiritual development. For the 2016-17 school year, Cristo Rey Milwaukee will welcome its second class of approximately 125 freshmen boys and girls who would otherwise not be able to afford a private, Catholic education. Cristo Rey’s innovative model calls for our students to attend class four days per week and work in a professional setting five days per month through our Corporate Work Study Program (CWSP). Many of our students will enter high school two or more years below grade level academically, and it is the collective mission of our faculty to ensure that our students gain admission to college, thrive once they are on campus, and ultimately graduate. In pursuit of that goal, Cristo Rey embraces a longer school day and an extended academic year, and our faculty innovates, plans, reflects, and practices so that teachers maximize their impact in the classroom.

The Cristo Rey team believes that a sound intellect is only one important component of preparation for college and life. Through both their CWSP experience and the intentional opportunities for character and spiritual growth within the school day, Cristo Rey students develop the work ethic, resilience, confidence, empathy, openness to growth, and commitment to justice that help ensure their long-term success and their ability to lead through example.

**Job Description.** As part of Cristo Rey Jesuit’s motivated and collaborative founding team, you will educate and support students in mind and spirit. You will blend ambitious vision with clear systems thinking to help create a robust, 9 - 12 college-preparation process and curriculum that inspires students to pursue college and ensures they are deeply knowledgeable about their college options and the steps they must take to be competitive college applicants. You will combine empathy, cultural dexterity, and expertise working with low-income communities to build strong, trusting partnerships with students and their parents so that CRJHS can partner effectively with them on the journey to and through college. Your influence with adults will allow school staff and leadership to nurture and sustain a college-going culture. Your resourcefulness and innovative thinking will ensure strong ties between CRJHS and a range of colleges and universities and will enable you to connect students to outside organizations and opportunities that will help them build stellar applications. Your interpersonal intelligence, courage, and drive to find solutions will make you an asset to an adult team that is high-functioning, vibrant, and grounded in a deep commitment to the school’s bold mission. Ultimately, by giving generously of yourself, your gifts, and your time, you will build the foundation of a school that serves its students’ diverse needs, cultivates their many talents, and ensures 100% of its graduates gain acceptance to college.
Responsibilities.

Direct Student Support.

- Develop/curate a robust scope and sequence of skills and knowledge to define Cristo Rey Jesuit’s four-year college counseling program, with key content identified for each grade-level.
- Design and teach College and Career Readiness lessons to 9th-grade and 10th-grade students.
- Meet with each CRJHS student to begin building individual relationships and to understand the profile of each student as a “pre-applicant” with unique needs and areas of strength.
- Design and execute periodic college-going field lessons and in-school experiences for students.
- Work closely with students to help match them to appropriate pre-college summer programs and guide them through the application process.
- Match students to volunteers, external organizations, and experiences that can support them in becoming strong college applicants, and help students and families take advantage of these resources.
- Maintain organized, confidential college-counseling records for each student.
- Maintain consistent, productive communication with parents regarding the four-year college prep process.

School-wide Systems Development.

- Cultivate a physical school environment that promotes college and builds excitement and college knowledge.
- Develop relationships with a range of colleges and universities, especially—but not exclusively—in the region so that the CRJHS program is known and appreciated well before the founding class graduates.
- Develop and lead professional development for teachers and school staff regarding their role in nurturing a college-going culture and supporting student development in the pursuit of college.
- Develop/curate a scope and sequence of key skills and knowledge for parents of students at each grade level; plan and execute parent meetings to build college investment and knowledge.
- Collaborate with the campus minister, school counselor, and dean of school culture to ensure a robust set of summer programming offerings to a diverse range of students.
- Assist in the process of identifying and adopting software for tracking college-process student information; ensure this software is kept up-to-date with all relevant information for maximizing the school’s support of individual students and the efficacy of the school’s college-preparation programming.
- Foster relationships with higher-education preparing institutions to build the infrastructure for additional college-counseling personnel through internships.
- Collaborate with school leadership and outside professional development organizations, as appropriate, to create and execute high-impact PD so staff and faculty can provide robust, adaptive support to students.

Professional Presence.

- Approach your professional practice through a developmental lens and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team in a range of contexts: shaping a supportive culture with the investment of all stakeholders, identifying students in need of support, problem-solving unanticipated challenges that arise within the school; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team’s goals and the results we achieve as the collective responsibility of the entire faculty and staff; collaborate with colleagues to maximize the team’s impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate your peers’ accomplishments.
- Collaborate effectively with the CR Network and schools to maximize our college-programming support.
- Model values consistent with Catholic, Jesuit education and service to others.
School Leadership.

- Actively monitor transitions, meals, and/or other common times to ensure a calm and orderly environment; chaperone and moderate school events, including retreats, field lessons, college visits, and dances.
- Run an advisory book club, assist advisees through their developmental journey at Cristo, and serve as a point of contact for advisees’ parents.
- Seek areas of growth for the school, and volunteer where possible to coach, manage a club, plan a school-wide event, or otherwise contribute to the life of the school.

Qualifications. Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and zest that are central to the character of our faculty. In addition, they will meet or exceed the following requirements:

- Bachelor’s degree or higher, preferably in school counseling with an emphasis on college counseling;
- Record of effective student support with high-school students in low-income communities;
- Superior initiative, resourcefulness, and organizational capabilities;
- Proficiency using technology to track and provide support to students;
- Proficiency in Spanish strongly preferred.

Apply. To apply, submit all of the following in pdf format (preferably one document, if possible) to teach@cristoreymilwaukee.org, and include the position in the subject line.

- Resume
- Cover letter
- Contact information for three professional references (email and phone number)
- Undergraduate and graduate (where appropriate) transcripts
- Responses (maximum 500 words per response) to each of the following three questions:

  1. We are assembling a team of stellar educators at Cristo Rey Milwaukee who work tirelessly to maintain high expectations for all students and ensure their learning and development. We nurture a mission-driven culture that enables growth through reflection, feedback and transparency. Our team members are characterized by dedication and resilience, openess and flexibility, love and joy. We seek individuals who are not afraid to fail, who do not whine, and who put in the hard work that makes otherwise unachievable dreams truly possible for our students. We challenge ourselves and our students to constantly learn, to believe, to lead, and to serve. Why should you be part of this team?

  2. Name two to three characteristics that you embody that you consider central to your success. Then provide specific examples of how you manifest these characteristics in your work, and explain why they are so important to the work of a college counselor.

  3. You will both build and be an instrumental part of executing a comprehensive program that ensures all students’ are invested in, knowledgeable about, and ultimately admitted to college. Describe your broad vision for college counseling at Cristo Rey Jesuit, the challenges you expect to confront, and the strengths you anticipate being able to leverage.

Disclaimer. Cristo Rey Jesuit High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.