

COUNSELOR

CRSJ VISION

Through a culture of joyful learning, Cristo Rey San José celebrates and develops students' unique gifts as they encounter God's love and become leaders who shape society with and for others.

CRSJ MISSION

Cristo Rey San José is a Jesuit, Catholic college-prep high school where students of any faith commit to a rigorous curriculum and professional work experience. Students realize their inherent potential and prepare to complete a post-secondary education that will set them on a path toward a sustainable, fulfilling future. Through the Ignatian charism of cura personalis, students facing barriers to opportunity become leaders filled with passion, purpose, confidence and conscience.

POSITION SUMMARY

The Counselor is responsible for supporting and advising students throughout their four years of high school. Each counselor will follow their students, cycling between supporting 9th/11th and 10th/12th grade alternating years. Many of the assigned duties below will be split between the two counselors. In collaboration, the counselors will manage student's academic support, social-emotional well-being, and intervention programs to improve student academic success, especially focusing on struggling learners.

The counselors collaborate with the personal and college counseling team as well as the educational specialist to create and maintain a comprehensive school-counseling program that focuses on the mental, personal, and social health and well being of all students.

PROFESSIONAL CONDUCT AND VALUES - VISION FOR COUNSELORS

Cristo Rey San Jose Jesuit High School counselors will consistently work as a team to model and help all students reach the characteristics of the [Cristo Rey San Jose Graduate at Graduation](#): loving, open to growth, committed to faith, striving for justice, and intellectually and professionally engaged.

Personally modeling and simultaneously empowering students to live out Ignatian values of faith, service, and commitment to social justice

- Guiding our students to understand what having a growth mindset means
- Promoting and assessing student ownership of learning by developing students' self-discipline, study skills, persistence, and delayed gratification
- Fostering a classroom culture of respect, honesty, and integrity
- Developing meaningful opportunities in class for student leadership and growth of self confidence

- Creating opportunities for students to utilize complex reasoning strategies and problem solving skills
- Consistently engages in work with positivity and adapts to the student and institutional needs with openness
- Reinforcing professionalism and Corporate Work Study Program skills like precision and accuracy, computing, and time management
- Teaching key content knowledge for given subject

ESSENTIAL DUTIES

Academic Intervention and Support Programming

- Counsel students one-on-one to further students' capacity to be their own advocates and successfully navigate their own lives
- Meet every semester with students on caseload ensuring students receive academic and personal support every grading period
- Oversee the after-school and school day tutoring program
- Monitor student progress weekly to assign students for intervention and support

Social-Emotional Support/Supporting Students with Learning Differences

- Meet with students and parents annually or when needed to ensure students are having their academic needs met
- Manage a clear system to communicate learning differences to teachers to best support students
- Identify and refer students with signs of learning differences for evaluation through the school district or community organizations
- Collaborate with admission team and educational specialist to assess applicants with existing IEPs and 504 plans, making recommendations to support learning differences and assisting with implementation of those learning accommodation plans

Testing Accommodation Coordinator

- Coordinate administration of Pre-ACT/PSAT
- Coordinate requests for ACT/SAT accommodations
- Organize extended time testing for students with approved accommodations
- College board & Final Exams Proctoring

Parent Communication

- Communicate with parents on a regular basis about academic issues collaborating with the Principal, Assistant to the Principal, Dean of Students, Admissions, and Faculty
- Communicate with parents when students' grades have dropped and/or if they are consistently performing below expectations

- Participate in Family Teacher Conferences, Summerbridge/Summer School family meetings
- Contact parents with positive news regarding students' performances and improvement

Collaboration and Leadership

- Participate in the weekly Student Engagement and Support Committee meetings that intervene with students struggling with social and emotional issues
- Serve as an advisor to a small group of students in Prides one day a week; help students to navigate their developmental journey during their time at Cristo Rey
- Participate in weekly Grade Level Teams to gather feedback from teachers to deliver academic interventions
- Serve as a chaperone/leader of field trips, immersion experiences, retreats, Christian Service opportunities, and other activities
- Acknowledge and support the developmental and educational benefits of the school's Corporate Work Study Program
- Admissions Interviews and Admissions events such as Orientation and Open House
- Attendance at School wide celebrations and events
- Attending and participating in school liturgies, prayer services, and retreats; being present to supervise/prefect at assigned athletic and extracurricular events
- Attend baccalaureate mass and graduation
- Participate in the school's Adult Faith Formation program
- Other duties as assigned by the Director of University Access and Success or Principal

QUALIFICATIONS

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

- Bachelor's degree and Master's degree in counseling with preference for PPS License
- Bilingual in Spanish and English
- Proficiency using technology to track and provide support to students
- Record of effective student support with middle school or high school students; expertise with low-income students preferred
- Successful clearance of a background check, CANRA and any other state and federal requirements

Preferred Qualifications:

- Experience with supporting students with learning differences
- SIS experience (ie. Powerschool and Google Classroom)

PHYSICAL REQUIREMENTS

- Stand or sit for long periods of time
- Speak clearly so listeners can understand
- Understand the speech of another person
- Hear sounds and recognize the difference between them
- See details of objects that are less than a few feet away
- See details of objects that are more than a few feet away
- Use one or two hands to grasp, move, or assemble objects

We understand that not all candidates will meet every qualification and believe that diverse experiences and backgrounds are valuable. We value potential and willingness to learn, so if you're passionate about this role and think you would be able to excel, we encourage you to apply.

SALARY AND COMPENSATION

- Range between \$69,629 and \$134,259 on a salary schedule based on education and years of experience. Full time employees are eligible for the following benefits: medical, dental, vision, and retirement. Employees' premiums are covered for medical, dental and vision at 100% and dependents at 50% if elected. This position is eligible for enrollment in the group voluntary retirement plan – 403b.
- Contract is 10 months.

TO APPLY

Complete application through application system on Cristo Rey website. Click on the Counselor job title. <https://www.cristoreysanjose.org/employment>

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey San Jose is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.