Director of College Counseling

**JOB TITLE:** Director of College Counseling

**REPORTS TO/EVALUATED BY:** Principal

**TERMS OF EMPLOYMENT:** 12 months

**SCOPE OF RESPONSIBILITIES:**
The Director of College Counseling plays an essential role in ensuring that all Notre Dame Cristo Rey students are on track to enroll and succeed in college.

**ABOUT NOTRE DAME CRISTO REY HIGH SCHOOL (NDCR) [www.ndcrhs.org]:**

Established in 2004, NDCR is a private, Catholic, college preparatory high school based in Methuen, Massachusetts serving 300 economically disadvantaged youth. NDCR is part of the Cristo Rey Network, a growing association of 38 schools across the United States whose education model is built around the Corporate Work Study Program (CWSP), a unique and highly successful partnership with the business community developed by the Jesuits. Through the CWSP, each of our student works five full days per month during the academic year at one of 75 companies throughout the Merrimack Valley, I-93/495 corridors, and southern New Hampshire.

**OUR MISSION AND VISION:**

In the tradition of the Sisters of Notre Dame de Namur, Notre Dame Cristo Rey High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income. NDCR is known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

**OUR CORE VALUES:** Goodness of God · Education for Life · Integrity · Respect · Family · Community

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**OVERVIEW**
The Director of College Counseling collaborates directly with Students, Counselors, Parents, Faculty, and College Admissions Representatives

The Director of College Counseling plays an essential role in ensuring all Notre Dame Cristo Rey students are on track to enroll and succeed in college. The position requires an extraordinary commitment to serving diverse students of limited economic means - most of whom will be the first in their family to pursue a degree. The position requires extensive experience with the college admissions process, a strong sense of low-income students’ and family needs in preparing for college, and the ability to manage key relationships with a variety of internal and external stakeholders. In addition, candidates should be prepared to work closely with Naviance, PowerSchool, the Common App, and other online tools integral to the work.

9/2/2021
Primary Responsibilities

- Set vision for 9-12th instructional college counseling, including 9-11th pre-college programming, junior and senior seminar curriculum, and family engagement
- Oversee and support College Counselor through clear communication and effective team meetings
- Collaborate with Alumni Advisor to ensure the successful preparation, matriculation, and persistence of graduates
- With the College Counselor and Alumni Advisor, guide and assist students through the entire college and financial aid application process
- Teaching college counseling classes at all year levels
- Plan and lead workshops for key stakeholders on topics (financial aid planning, different types of institutions, scholarships, essay writing) related to the college admissions process: parents, students, teachers, and school administration
- Oversee the SAT, PSAT, and AP assessments and other standardized testing
- Oversee Virtual High School and Dual Enrollment programs
- Ensure students take advantage of special opportunities made available to low-income students in the college search and application process (i.e., fee waivers, fly-in visits, university partner programs, and scholarships)
- Research and apply for summer academic experiences for rising juniors and seniors, such as the experiences at Notre Dame, Georgetown, and other institutions.
- Participate in professional development opportunities offered by the Cristo Rey Network including the annual College Success Summit in July
- Write and manage the collection of letters of recommendations for all seniors
- Develop and maintain a robust network of college admission professionals through regular communication and visits
- Ensure students participate in a College Fair each year including the newly inaugurated CRN Virtual College Fair
- With Alumni Advisor & CRN, establish, pursue, and track clear school goals for college admissions, enrollment, persistence, and completion
- Build and celebrate a school-wide college-going culture (e.g., publicly posting college acceptances, on-site admissions days, planning and leading senior acceptance assemblies, and other school-wide traditions)

Additional Responsibilities

- Participate in information programs hosted by colleges and universities in the region
- Represent your school at local, state, and national college admissions conferences (ACT/College Board, NACAC), college fairs, and college tours
- Participate in professional development opportunities offered by local college access / admissions organizations (i.e., Association of College Admissions Counselors)
- Visit/tour college campuses with students
- Update the high school profile each year
- Administer the College Counseling Office budget
- Compile and access data, summarize information, and provide written reports as requested (e.g., maintain complete and fully documented records of all students’ college information, and keep track of college admission decisions and statistics)
- Prepare reports to the Leadership Team and Board of Directors
Qualifications and Skills

- Bachelor’s Degree required; Masters preferred
- At least 3 years of experience in college advising with economically disadvantaged, racially diverse students and their families
- Strong understanding of the academic, financial, and social barriers to college access for underrepresented, first-generation students
- Highly collaborative, dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders
- Excellent verbal and written communication skills required; Bilingual Spanish preferred
- Relentless focus on results, high level of accountability, and willingness to do “whatever it takes”
- Demonstrated commitment to the mission of Notre Dame Cristo Rey High School
- Ability to thrive in a fast paced, entrepreneurial school environment
- A belief that all students can succeed in college and career

If interested, please send a thoughtful cover letter and references to Dr. Anthony Zavagnin, Principal at azavagnin@ndcrhs.org