



BELIEVE. ACHIEVE. SUCCEED.

HIGH SCHOOL COUNSELOR – COLLEGE/ CAREER READINESS

Full Time - Exempt

SALARY RANGE: BASED ON EXPERIENCE

School Description:

Eugenio María de Hostos Charter School is in its 22nd year of operation as a K-12 school, serving over 900 students. EMHCS offers a dual language program in grades K-2 and a Spanish Language Arts program for grades 3-12. Our school is fortunate to have staff, students and parents working together to create partnerships for learning. It is the mission of the Eugenio María de Hostos Charter School to create a safe and nurturing community of learners where students earn the Seal of Biliteracy (English and Spanish), learn to advocate for social justice, and are prepared to enjoy and access what the world has to offer.

Job Goals:

The College and Career Readiness Counselor will provide leadership in developing and implementing an aligned K-12 college and career preparation program. Student goals will be achieved through dual credit, advanced placement, credit recovery, online coursework, daily instruction, early graduation, career readiness coursework, apprenticeships, mentoring, shadowing, clinical rotations, and cooperative work experiences in the community.

Summary of Position:

The role of the College and Career Readiness Counselor is to support EMHCS college and career programs and plans by helping students and their families understand and navigate the process of becoming college-ready, explore career options, provide support throughout the college application and post-secondary planning process, provide workshops and information sessions for students and family members. This position involves substantial student and family relationship building and also relies on developing strong relationships and partnerships with colleagues and universities, community organizations, and professional networks. As a member of the school academic counseling team, the College and Career Readiness Counselor develops, implements, and manages school guidance programs with a colleague and career readiness focus. The counselor works with students and families individually, in small groups, and in classroom settings as appropriate. Additionally, the Counselor is expected to assist students with creating an academic plan for their future educational and career goals. This includes monitoring and tracking student progress to ensure that they are achieving their full potential.

Essential Functions- Duties include, but are not limited to:

- Serve as a Lead Counselor planning and supporting the school's Academic Counseling program
- Outreach to colleges and universities
- Provide students and family education and communication
- Support students with their college-ready assessments
- Update, maintain & disseminate data through the use of technology
- Develop and deliver college academic counseling and career guidance to students
- Work with students to help develop the capacity for career self-evaluation, including researching and administering various tools for the assessment of interests, values, aptitudes, and skills
- Educate students and parents about colleges, the college admissions process, trends, procedures, testing, and advising

- Provide college and career counseling and guidance as needed, including appropriate referrals to other college and community resources and individual support to high school students and alumni
- Assist students with college search and application coaching
- Assist students with scholarship and grants search, identification, and application process
- Develop and deliver on-site presentations as requested by schools and community organizations
- Research and maintain current information regarding labor market trends and the occupational outlook for a wide range of careers
- Prepare reports and track key assessment data regarding results and outcomes. Compare outcomes over time and by the program. Establish and maintain tracking and reporting processes
- Support administration in strategic planning, and goal setting of the College
- Establish rapport and develop positive working relationships with the personnel at local institutions to facilitate the implementation of college-related programming. Serve as liaison between high school administrative staff, and college and universities representatives
- Maintain confidentiality of student records (in compliance with the Family Educational Rights and Privacy Act) and EMHCS policies and guidelines
- Perform other duties as assigned

Additional expectations: In collaboration with Middle and High School Guidance Counselors:

- Develop and implement a 7 -12 aligned college and career readiness counseling program. Facilitate a yearly Job Fair in the spring semester for graduating senior class. Facilitate a yearly Mock Interview for graduating senior class. Maintain a data dashboard to monitor the College and Career Readiness status of all high school students.
- Assist school leadership with the submission of local and state student assessment analyses.
- Communicates opportunities to students and parents. Serves as a liaison with employers and colleges. Maintains a follow-up system for at least one year for data monitoring of success.
- Mentors and assists students with preparation activities for job placement.
- Collaborates with community-based organizations and Local colleges for a wide range of college and career opportunities within the school of study.
- Any other duties assigned by the CEO.

All employees of EMHCS are expected to demonstrate:

- A commitment to the vision and mission of the school
- Acceptance, appreciation, and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's performance

Skills and Abilities:

- Proven work experience in school counseling with a focus on College and Career Readiness
- Professionalism and integrity
- Advocacy skills
- Ability to work and respond to the needs of a diverse group of students



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- Knowledge of counseling models and practices
- Excellent communication skills
- Ability to collect, maintain, and analyze data
- Computer literacy
- Understands issues and trends in college and career entry for underrepresented populations
- Knowledge of college-ready assessments (i.e. PSAT, SAT, AP, etc.)
- A team player with a growth mindset and a sense of humor
- Knowledge of the FAFSA application process

Education / Qualifications:

- Master's Degree in School Counseling
- NY State Certification in school academic counseling
- Bilingual (English/Spanish) is a plus