

## College Counselor (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative candidates interested in joining our diverse and talented team. Successful candidates will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

CCSC is seeking an **experienced** College Counsellor in a full-time role that entails oversight and execution of a wide-range of initiatives geared towards the promotion of a strong college-going culture school-wide. Working with a diverse student body from Cambridge, Boston, and surrounding towns, the ideal candidate must have a demonstrated passion for college access, including experience managing the college application processes with students and families, as well as strong problem-solving and organizational skills. This is a unique position that will allow the incoming candidate to build on the huge success of the past eight years of college admissions at CCSC, and bring her/his fresh perspective to greatly enhance our offering.

CCSC seeks a professional who writes expertly and communicates effectively -- with students, parents/guardians, faculty, and admissions personnel. The College Counselor is a vital member of our team and works closely with the high school principal in direct service of the school's mission. Embracing an environment of unapologetically high expectations while supporting high-quality teaching and learning is essential. This staff member helps sustain a school-wide culture of respect. She/he will participate in, and lead, myriad forms of professional development. Additionally, the person will fulfill regular duties and commitments required of all faculty and staff.

### Requirements:

- **3-5 years of direct, full time college counselling experience, preferably at a charter school**
- Ability to work as the expert on site with regards to the college admissions process with very little training
- Ability to demonstrate existing relationships with area colleges as well as knowledge of top-tier colleges nationwide
- Sound knowledge of the challenges and opportunities with respect to college admissions for the demographics we serve, mostly: first-gen, low-income, and racially diverse
- Demonstrated ability to lead adult teams, including leading professional development for teachers and staff
- Some classroom teaching experience in a similar setting strongly preferred
- Bachelor's degree required. Strong preference will be given to candidates with a Master's in school counseling, counselor education, social work, school adjustment or counseling psychology preferred



Responsibilities for the College Counselor include:

- College Access
  - Managing and guiding the college admissions and financial aid application processes
  - Providing direct college advising to 2/3 of junior and senior class (including parent involvement)
  - Writing recommendation letters for 70% senior class
  - Working with faculty and administration (ex. teacher recommendations, advisor support, college perspective advising on scheduling and curriculum)
  - Building and maintaining strong partnerships with colleges nationwide
  - Representing CCSC at local and national conferences (Networking)
  - Participating in the Boston Charter Consortium
- Classroom Teaching
  - Revising and refining the college prep curriculum
  - Co-facilitating Junior and Senior college seminar courses (teaching 4-6 blocks/week)
  - Assisting with logistics related to the 9<sup>th</sup> and 10<sup>th</sup> grade advisory college curriculum
  - Coordinating the administration of the internally taught SAT Prep course, and the PSAT exams
- Systems support
  - Working on a team alongside other members of the counseling department facilitating bi-weekly department meetings
  - Collaborating frequently with members of the special programs department, school administrators, faculty, outside service providers, and parent/guardians
- Communicating with college admission representatives and help coordinate visits

### How to Apply

Send a cover letter and resume to Ali Nomani, High School Principal, at [guidancejobs@ccscambridge.org](mailto:guidancejobs@ccscambridge.org) with the subject line "College Counselor".