

College Advisor Job Description

Based on a nationally recognized and award-winning model for secondary education, Envision Schools will be hiring a College Advisor for one of our Bay area schools.

At Envision Schools, we strive to make our schools an exciting place to work, teach, learn, create and innovate by actively fostering an environment where all staff are part of a professional learning community and a larger student and parent community that honors respect, trust, risk-taking and openness to learning.

Envision Schools is dedicated to helping students achieve personal and academic success. By using proven best practices for teaching and learning, Envision School graduates will demonstrate:

- Knowledge and academic skills necessary for success in college and career
- Habits and skills associated with academic excellence, innovation, creative expression, problem solving, and entrepreneurship
- Mastery of leadership, artistic, and technological skills

Envision Schools is seeking a smart, experienced and passionate college advisor who wants to work in a student-centered environment of respect and trust with high expectations for all members of the community. The college advisor's main role is to foster a college-bound environment, support students' successful transition to college, and ensure that all students are 4-year college eligible.

College Advising Responsibilities:

- Build and sustain a school-wide culture of attending college (9-12 grade enrollment <475 students)
- Support Envision Schools graduates in college with periodic personal check-ins, mentoring, and social networking (e.g. Facebook virtual community)
- As an active member of key faculty teams, teach, and support critical college preparation curriculum/experiences through Academic Seminar/Advisory classes and special events (e.g. guest speakers, college fairs, college trips)
- Assist students in navigating the college search and application process
- Facilitate college admission and financial aid workshops for students and parents
- Track and report key student performance indicators to school leadership on a monthly basis (e.g. student credits, progress toward graduation, college eligibility, college/program applications, college/program acceptances, scholarships)
- Ensure all eligible students apply to a 4-year college program, including a required application to the local California State University
- Support scholarship search, application, and award processes for students
- Maintain external relationships to bring services or opportunities to the school (e.g. SAT test preparation courses, guest speakers)
- Support and facilitate concurrent enrollment with local colleges, as appropriate
- Follow up with students after graduation (e.g. calls, e-mails, coordinated Advisor outreach) to identify and problem-solve barriers to college matriculation
- Other duties as assigned

Systems Responsibilities:

- Promote the use of students' graduation portfolios for college admission
- Administer, with others, the Workplace Learning Experience program for juniors and seniors
- Coordinate school site testing processes pertinent to college (e.g. PSAT, SAT, ACT, etc.)
- Ensure school courses are submitted to UC and other agencies for course approval (e.g. NCAA)
- Other duties as assigned

Collaboration and Networking Responsibilities:

- Collaborate with other Envision School college advisors and staff to achieve our mission
- Develop and maintain relationships with colleges
- Cultivate relationships with community organizations
- Develop a student alumni network that will provide support to current high school students (e.g. guest speakers, hosts for college visits) and prospective/incoming college students (e.g. a college ambassador role to support younger students)
- Support the post-graduate tracking study
- Other duties as assigned

Qualifications:

- B.A. or B.S. required, M.A. preferred
- Certificate in College Counseling, PPS Credential, or equivalent experience
- Experience working with parents and families, especially those from less-advantaged backgrounds
- Successful work experience with youth
- Strong professional collaborative skills
- Excellent communication skills
- Commitment to the mission of Envision Schools
- Ability to work well under pressure and adapt easily
- Comfortable with a dynamic environment

Salary and Work Year

Salary: Commensurate with experience and success. Excellent health and welfare benefits, and PTO
Work year: August 1 - June 30

Hiring Process:

1. Please apply online via www.envisionschools.org/apply Emailed resumes or application materials will not be accepted
2. Candidates who are invited to interview will be expected to:
 - Provide Envision Schools with copies of college or university transcripts
 - Provide copy of credentials/certificates (if available)
 - Complete an Envision Schools Employment Application
 - Provide letters of reference and/or reference contact information

About Envision Schools:

Envision Schools was founded as a 501(c)(3) charter school management organization in 2002 to bring high quality college preparatory education to communities with the greatest need. Although Envision Schools focuses on students who will be the first in their families to attend college, the organization's goal is to send all its students to college. Each Envision school is academically rigorous and integrates art and technology across the curriculum to instill the critical thinking, life experience and creative skills necessary for students to be successful in college and beyond. Today, Envision Schools operates four schools in the Bay Area – two in San Francisco, one in Oakland, and one in Hayward.

For More Information:

Visit the Envision Schools website: www.envisionschools.org

As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We encourage all qualified candidates to apply.