



## Educational Counselor

### Schuler Mission

The Schuler Scholar Program equips bright, motivated youth with the support they need to gain access to and succeed at highly selective colleges and beyond. Schuler Scholars are typically first generation college-bound, are students of color, and come from low-income families. If you are excited about our mission, please learn more at [www.schulerprogram.org](http://www.schulerprogram.org)

### Position Description

We seek an Educational Counselor (EC) who will provide guidance on a group and individual basis to Scholars at one of our partnership high schools. The EC holds the Scholar accountable to meeting Schuler's high expectations, including leading honest, sometimes challenging conversations about academic progress and Scholarly behavior. The focus of the work is on academics and establishing trust with Scholars. While building these relationships, the EC gathers relevant information from Schuler staff and high school teachers and counselors to effectively guide the Scholar throughout his or her high school career. The EC is an advocate for Scholars and supports each Scholar's identity as well as intellectual curiosity. The EC is part of a collaborative school-based team that includes a School Director, College Counselor and Scholar Coaches. The position is full time.

### Responsibilities:

- Manage the four-year planning process for each Schuler Scholar. Advise on course selection consistent with the Schuler Scholar Program requirements and goals. Monitor academic performance, program attendance, study habits and Scholar-teacher relationships.
- Maintain regular communication with parents, teachers, Schuler staff, and school administrators.
- Help plan and implement programs including: summer leadership camp, fall orientation, sophomore and junior enrichment series, essay-writing workshops, civic and cultural exposures, and Transitions to High School workshops.
- Provide administrative support including: updating the Scholar database and preparing reports for the management team.
- Participate in the Scholar Selection process.
- Support the Schuler Summer Program Manager to enhance the summer program matching and application process.
- Collaborate with the Schuler College Counselor in the college planning, application and financial aid process.
- Mentor and support Schuler Scholar Coaches who provide one-on-one tutoring to Scholars.
- Communicate with other Educational Counselors across Schuler partner schools to develop consistent and meaningful standards for tracking student progress.

**Skills:**

- Confidence and demeanor to hold Scholars accountable to high standards.
- Demonstrated ability to show genuine empathy and form positive, identity-affirming relationships with Scholars.
- Ability to facilitate conversations that can be difficult and manage an intense emotional environment.
- Ability to tailor programming and adapt to specific Scholar needs.
- Ability to facilitate engaging enrichment programs.
- Strong interpersonal skills (working with administration, teachers, Scholars, and families).
- Knowledge of high school curriculum/academic strategies and college process.

**Education:**

Bachelor's degree required. Advanced degree in a related field a plus.

**Experience:**

Qualified applicants will have a minimum of two years professional work experience. Experience in a school setting is preferred. Counseling experience is a plus.

**Start Date:**

Immediate

**Salary:**

Commensurate with experience.

**If interested, please submit resume and cover letter to [HR@schulerprogram.org](mailto:HR@schulerprogram.org)**

**No phone calls please.**

The Schuler Scholar Program is an Equal Opportunity Employer and is committed to fostering an inclusive work environment for people of all identities. Schuler is also an Employer of National Service: AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.