

PREP *for* PREP

Post-Placement Counselor – Middle School

Organization Summary: Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

Position Summary: The Post-Placement Counselor plays a critical role in the support and development of Prep for Prep students. The counselor is the point person who helps Prep for Prep students manage the academic, social, and emotional journey from Prep for Prep's Preparatory component to upper school graduation. The Post-Placement Counselor is a student advocate, a mentor, and a life coach.

This position reports to the Director of Counseling.

Responsibilities:

- Maintaining a minimum of once every five weeks face-to-face individual/group contact and providing academic and personal counseling for each of about 100 assigned students. Writing a contact log for each individual/ group contact.
- Monitoring academic and social progress of assigned students by means of careful, regular collection and review of grades, comments and disciplinary records; maintaining a written record of the problems and progress of each student, including mid-year and end-of-year reports. Recommending students for tutoring and after-school study halls and monitoring their progress.
- Getting to know each assigned student and his/her family situation well enough to present each student at Consultation Meetings with Prep's Senior Staff Psychologist.
- Meeting with school officials, deans, advisors, school counselors and other appropriate personnel who have knowledge of student progress on a regular basis, and meeting with the parents of assigned students on an as needed basis.
- Keeping the Associate Director of Counseling informed about significant problems impacting assigned students which may threaten the student's good standing at a school or emotional issues such as, severe unhappiness or a sense of isolation at school.
- Assisting in the planning, organization, and supervision of Saturday Activities. Keeping assigned students informed about activities and opportunities at Prep and counseling appropriate students to take advantage of these opportunities.
- Supervising 10th, 11th, and 12th grade students on day and overnight trips: a combination of "Aspects of Leadership" day retreats (typically 3 or 4) and at least one week-long spring college trip.
- Attending Counselor training retreat in the summer for up to two weeks.

Required Skills and Competencies:

- Bachelor's degree required, advanced degree preferred.
- 1 to 3 years of prior experience with advising, mentoring, or teaching middle aged students.
- Prior experience attending, working with, or working for independent schools.
- Sound judgement, compassion, a self-directed work ethic, and a commitment to achieving Prep for Prep's Mission.
- Superior written and oral communication skills. Excellent interpersonal skills. Able to communicate effectively at all levels of the organization and its partners.
- Excellent organizational skills, able to plan and manage multiple, competing priorities, ensure delivery to deadlines while maintaining attention to detail.
- Proactive and creative. Takes a solutions-based approach to problem solving.
- Team player. Enjoys working in collaboration with others to a common goal.
- Competent user of MS Office incl. Excel, Word, PowerPoint, Outlook; comfortable with databases and GoogleDocs.
- Flexible and adaptable. This role requires some evening work.
- Embody and advocate for Prep for Prep's values of Excellence, Integrity, Commitment, Courage and Community.

How To Apply: Please email a cover letter and resume with the subject line "Post-Placement Counselor – MS" to: personnel@prepforprep.org

Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.