

Academic Advisor for High School Support Program - Peninsula Bridge

About the Organization:

Peninsula Bridge closes the achievement gap and provides access to higher education for high-achieving, underserved youth by providing support from middle school through college graduation. Our expanded year-round program and 12-year commitment prepares students for success on the college track. For 25 years, Peninsula Bridge has been serving over 650 motivated low-income youth annually from San Mateo to Mountain View with academic and social-emotional support. Our High School Academy provides academic and college planning support to students in grades 9-12 and their families. Students receive academic counseling, mentoring, tutoring and workshops on high school success and college readiness.

Academic Advisor Role:

The High School Academic Advisor will be responsible for providing year-round academic counseling and social emotional support to a caseload of up to 40 9th grade high school students. The High School Academic Advisor will track student performance on a regular basis and intervene when student performance is not on track which may include conferences with schools and/or parents, offering extra support like tutoring, or other support services. Applicants can be expected to follow their respective cohorts as they transition from 9th through 12th grade. Therefore we strongly encourage applicants to apply with a four year commitment in mind as we strive for consistency with our students. In the 11th and 12th grade years, Academic Advisors will work with Peninsula Bridge college counselors to ensure that students are fully prepared throughout the college application process.

Academic Advisor Responsibilities:

- Maintain close relationships with high school students and parents, review transcripts and teacher feedback, and support students and families as needed
- Deliver and teach social emotional lessons to your cohort on a monthly basis on Saturdays
- Provide guidance and an individualized education plan targeting diverse students' needs
- Support students in identifying meaningful summer experiences in different fields including academic programs, pre-college programs, professional internships, and volunteer roles
- Develop strong, formalized partnerships with schools, districts, families and community partners that result in additional resources for our students
- Be a team player and collaborate closely with 5 other advisors supporting 9th - 12th graders
- Engage caregivers in the educational process, providing frequent opportunities to discuss student growth and needs

- Co-create and implement high-quality parent education workshops to engage and support the Peninsula Bridge parent community
- Organize field-trips for college and career exposure, and team-building activities for students and families
- Collaborate with Peninsula Bridge college counselors to assist students in college application process and transition to college
- Help recruit, select and register students for the High School program
- Aid in the organization, development and implementation of scalable services (e.g. curriculum development, student/staff recruitment, program evaluation)
- Support student & families to connect with local mental health resources as needed
- Collect, maintain and report data from the high school program to assess performance on program goals and measures
- Provide support and help manage volunteer mentor/mentee relationships throughout the year

Qualities and Skills

- Bachelor's degree required
- Experience teaching and/or assisting students to excel academically in a high school setting or at a non-profit organization
- Passionate commitment to Peninsula Bridge's mission, vision, and strategic plan
- Can motivate and guide students in regards to their future
- Fluency in Spanish, verbal and written required
- Exceptional organizational, time management and follow-up skills; keen attention to detail
- Availability to lead monthly Saturday sessions during school year and occasional evening programs
- Sensitivity/familiarity with the challenges/strengths of the first-generation, low-income community
- Must possess strong skills in relationship building with colleagues, families, staff and students
- Can take direction and take initiative when needed

Salary: This full-time position is compensated based upon education and work experience

How to Apply: Please submit a resume, three references and a thoughtful cover letter outlining how your skills and experience meet the qualifications of this role to highschool@peninsulabridge.org