



## **College Counselor and Special Projects Administrator Position**

**Position Summary:** Chinquapin Preparatory School is seeking a College Counselor and Special Projects Administrator starting July 1, 2024. The College Counselor and Special Projects Administrator is a full-time administrative position. This professional reports to the Head of School.

The College Counselor offers support, guidance, and counseling with regards to all aspects of the college application process to juniors and seniors in high school. The college counselor has the opportunity to lead a Junior College Process class and half of the Senior College Bound class that meets regularly in order to facilitate the support, guidance, and check ins at all stages of the college admissions process. The College Counselor stays abreast with changes and updates regarding the college application and college admissions processes.

The Special Projects Administrator serves as an office professional who coordinates various special projects, including but not limited to serving as the campus safety leader, student financial aid coordinator, food services support coordinator, accreditation coordinator (every 7-10 years), as well as serving as a support person for other campus administrators.

### **Required Qualifications and Skills**

- Bachelor's degree or higher in relevant field of study
- Minimum of 3 years of teaching experience

### **Preferred Qualifications and Skills**

- Mission driven leadership skills
- Previous college counseling and/or college admissions experience
- Previous experience with school safety coordination
- Previous experience with general school administration
- Ability to develop, organize and implement programs

### **College Counselor Description Details**

- Leads 1.5 classes geared toward college preparation and success
  - Junior College Process course, meets daily
  - Senior College Bound course, meets Monday, Wednesday, and Fridays
- Coordinates teacher recommendation letter process for college applications
- Supports students with all things college admissions:
  - Creating college lists
  - Coordinating field trips for college visits
  - Applying for scholarships
  - Applying for scholar programs, such as Posse and Questbridge
  - Completing financial aid applications



- Contacting college admissions offices
- Creating and maintaining regular parent communication
- Plans, coordinates, and attends a senior college trip
- Plans and executes regular check ins and communication with families and students
- Coordinates parent information sessions
- Works in alignment with the the vision of the Leadership Department Chair to ensure curriculum alignment as well as lesson planning coordination and execution
- Performs other duties as assigned by the Head of School

### **Special Projects Administrator Description Details**

#### School Safety Coordination

- Serves as the campus Safety Coordinator and point of contact for all campus safety topics
- Leads all safety-related training, including pre-service and ongoing training for all returning faculty and staff as well as new faculty and staff
- Leads the campus safety drill administration
  - Fire Drills: creates and hangs “obstructed exit” signs for fire drills, engages and later resets a fire alarm during drills
  - Other Drills: helps walk campus to check for drill compliance
  - Post-drill reviews for safety improvement
- Purchases, labels, and distributes safety supplies to classrooms
- Manages and maintains the Safe School Plan (HCFM compliance)
- Creates a Safety quick guide for non-Chinquapin substitute teachers
- Prints, hangs, and regularly updates safety postings all around campus, including but not limited to the Safety Plan, school evacuation maps, and seizure safety posters

#### Emergency and General Family Communication

- Sends email/voice mail/text broadcast communications via BlackBoard to parents as needed per the Head of School

#### End of Year Programming

- Coordinates and leads the all school awards process and ceremonies

#### Food Director Support

- As the Campus Safety Coordinator, this administrator also is the point of contact for food safety and health inspection topics and concerns
- Assists with the regular monitoring and evaluation of kitchen equipment needs
- Recommends standard operational procedures as needed
- Helps the school meet professional standards
- Assists the Food Director with menu planning
- Conducts regular onsite monitoring to ensure kitchen is operating in accordance with all policies and procedures



- In partnership with the kitchen staff, creates and publishes breakfast, lunch, and dinner menus

#### Student Financial Aid/Tuition

- Coordinates the financial aid application process to determine student tuition
- Communicates with families about applications and the application process
- Files and tracks student financial aid information in a timely manner

#### Other

- Title IX Coordinator
- Assists with covering the front desk as needed
- Performs other duties as assigned by the Head of School

#### Salary and Benefits

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Ten Sick Days (PTO) per school year
- Vacation Time

#### About Chinquapin Preparatory School

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

#### Our Mission

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

#### To Apply



Please submit your résumé and letter of interest to Mily Pérez, Head of School at [jobs@chinquapin.org](mailto:jobs@chinquapin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. If you need a reasonable accommodation to complete this application or for the application process, please contact Mily Pérez at [jobs@chinquapin.org](mailto:jobs@chinquapin.org).