

For Immediate Distribution

September 2017

Buffalo Prep, an inspiring and effective nonprofit educational organization, seeks a creative and energetic Director of College Counseling Services to support its College Prep program.

The Organization

Buffalo Prep's mission is to provide access and preparation for talented underrepresented youth to achieve success in college preparatory high schools and higher education.

Buffalo Prep is not a school, but rather, a dedicated organization that works with private, public, and charter high schools to help disadvantaged youth take advantage of a first-rate college-preparatory education. Since its founding in 1989, Buffalo Prep has been helping to close the achievement gap for Western New York kids who are bright, talented, but economically disadvantaged. Prep nurture the dreamer, the leader, the activist, and the scholar in every student, while strengthening the diversity of its partner schools.

Title: Director of College Counseling Services

Director of College Counseling Services Job Description

The Director of College Counseling Services reports to the Director of College Prep and is responsible for administering and coordinating all aspects of the college search and admissions processes and provides students with social-emotional support. In addition, the Director of College Counseling Services organizes the High School Readiness Program in the summer. Other duties may be assigned by the CP Director and/or Executive Director.

Social and Emotional Counseling

- Provide direct support/counseling service to individual students and small groups.
- Visit ten partner schools monthly per the circle meeting schedule and curriculum.
- Consult with other professional staff, outside agencies and other organizations.
- Complete written reports as needed or as requested by the CP Director and/or Executive Director.
- Work with the CP Director and Director of Community Relations to oversee the CP mentoring program.
- Organize the Prep Chat Mentoring program

Partner School Meetings (Liaison to a total of TEN partner schools)

- Meet with counselors at the assigned partner schools as per the Circle Meeting schedule.
- Meet with students at the assigned partner schools as per the Circle Meeting schedule, and collect and distribute information as outlined in the Circle Meetings program.
- Ensure that all progress reports and report cards for students at the assigned schools are submitted to the Director of College Prep.
- Coordinate with high school staff to help monitor the academic and social progress of any shared students.
- Report any counselor and/or student concerns to the Director of College Prep and Executive Director.

College Counseling

- Educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advise and support the seniors and their families as they go through the process; and help students and families aspire realistically and choose wisely.
- Meet with juniors and seniors, individually and in groups, to talk about the college application process and individual college choices.
- Create and distribute a timeline or “road map” to college for ninth through twelfth graders in the form of a checklist. The checklist will be reviewed during one-on-one meetings.
- Schedule visits with college admissions representatives from a range of four-year schools. The College Prep Counselor also serves as a liaison with college admissions offices
- Compile an annual profile of the graduating class, including college acceptances, enrollment, SAT scores, GPA and financial aid/scholarship awards.
- Work with the CP Director to organize annual college fairs and college trips.
- Coordinate fly-in opportunities for juniors and seniors.
- Work with the CP Director to organize grade level meetings each fall.
- Execute a scholarship completion day.
- Write college recommendations and scholarship letters of reference for seniors as necessary.
- Update an annual College Handbook (in collaboration with the CP Director).
- Keep parents informed about test dates, local college events, and financial aid.
- Act as lead advisor to the senior class as a whole and advising individual seniors each year, providing academic and personal counseling.
- Track admission decisions, financial aid packages, statistics, and write reports for the Board of Directors.
- Make informational presentations to parents, such as the annual presentations to parents of eighth graders, parents of juniors, and new parents with the CP Director.
- Be aware of issues and trends in college admission, higher education, testing (as well as keeping up-to-date about specific colleges), and maintain membership in professional organizations, such as the College Board and the National Association of College Admission Counselors.
- Organize a pre-college conference for students, and conduct a “What to Expect When Your Child Goes to College” workshop for parents.
- Maintain strong relationships with counselors at the partner high schools.
- Arrange for and oversee ACT and SAT prep courses.
- Facilitate a variety of workshops, such as ones on the common application, FAFSA, and scholarship applications
- Be an eager member of the Buffalo Prep team and participate as needed in the organization’s activities, including education-related events, donor-related events, and alumni activities.
- Attend board meetings and make presentations to the board as directed by the Executive Director.

ACT/SAT Preparation

- Work with the Director of College Prep and College Prep Counselor to design preparation courses that best serve College Prep’s students and their other commitments.
- Create a curriculum and an diagnostic schedule for the ACT/SAT preparation course, and carry out its instruction.
- Grade any diagnostic exams, and share individual results with the College Prep and College Prep Counselor.
- Provide individual ACT/SAT tutoring as needed.
- Provide feedback to the Director of College Prep and College Prep Counselor about any adjustments that need to be made to best serve College Prep’s students and their preparation for college admissions testing.

College Readiness Program

- Create and maintain a College Readiness Program that will address academic and emotional preparation for College Prep students. Should include a robust schedule of college readiness workshops (essay writing, college applications, independent living, etc...) – some of this detailed above
- Maintain a publicly displayed listing of college scholarship opportunities available from local and national sources.
- Maintain, update, and supervise the Buffalo Prep College Counseling Center
- Coordinate college acceptance acknowledgements and celebrations.
- Work with College Prep Director and Manager of College Prep Services to design and implement a comprehensive program of parent/guardian workshops on high school/college readiness and success.

For more information about Buffalo Prep, please visit our website at buffaloprep.com.

Buffalo Prep will offer a competitive salary commensurate with experience. Due to Buffalo Prep's affiliation with the University of Buffalo, Buffalo Prep is able to offer extraordinary benefits including top quality medical, dental, vision, and 403(b) retirement plan. The position also includes vacation, sick leave, personal days and paid holidays.

Buffalo Prep seeks to hire staff personnel who reflect the diversity of the communities they serve. All positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

To Apply

All applicants must submit a cover letter, resume and salary requirements for consideration by October 10, 2017. Applications should be directed to:

Marcus Deveso, Assistant Director
Buffalo Prep
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