

## Job Description: High School Junior/Senior Seminar Teacher

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**Job Description:** The Junior/Senior Seminar position is a full-time teaching position at Guadalupe Centers Charter High School.

### **Core Responsibilities:** Senior Seminar (Year-long course/multiple sections)

- Use, build upon, and implement NCLR's Escalera College and Career Readiness curriculum
- Create fun, engaging, and effective college/career preparedness lessons
- Ensure that all seniors complete core college/career tasks: update professional resume, enhance personal statement, narrow college list, etc.
- Ensure that all seniors take the ACT exam at least once
- Ensure that all seniors apply to at least 6 colleges (2 reach, 3 target, and 1 safety school)
- Ensure that all seniors complete 10 scholarships, including the following if eligible (Hispanic Development Fund, Nelson Hopkins, Joseph Pecina Pine, Gilbert Guerrero, Cesar E. Chavez/UCM, institutional scholarships, and other private scholarships)
- Data tracking/reporting for college applications, college acceptance letters, scholarships applied/earned, etc.
- Actively seek out scholarship and other financial aid opportunities for all seniors
- Ensure that all eligible seniors complete the FAFSA
- Ensure that all admissions materials are sent to colleges (letters of recommendation, school reports, application fee waivers, and transcripts)
- Write effective letters of recommendation for students
- Schedule college/career reps to visit Senior Seminar classes
- Schedule and attend college/career visits (requires some after school hours)
- Support students in finalizing and achieving individualized college/career plans
- Plan and participate in parent engagement nights (Financial Aid Night, FAFSA Fiesta, College Night, etc.)
- Regularly communicates with students and parents/guardians about students' post-secondary plans
- Sets and achieves ambitious/realistic college enrollment goals (with college counselor)
- Helps students set and achieve ambitious/realistic GPA and ACT goals
- Works with college counselors on a regular basis
- Ensures all final transcripts are correct and mailed to colleges upon graduation
- Coordinates and occasionally attends summer camps/college visits for students and families

**Qualifications:**

- Passionate about helping ALL students achieve their college/career goals
- Excellent communication/presentation skills
- Strong classroom management skills
- Ability to connect with ALL students
- Detail oriented
- Bilingual: English/Spanish (preferred)

**Education and Experience:** 3 years of teaching or college admissions experience (preferred)

**PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT [WWW.GUADALUPECENTERS.ORG](http://WWW.GUADALUPECENTERS.ORG) UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH A COPY OF TRANSCRIPT(S), DEGREE(S), and CERTIFICATION TO YOUR APPLICATION. OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.**

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