

Job Description: High school Freshman/Junior Seminar Teacher

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

Core Responsibilities: Freshman Seminar (Semester course/multiple sections)

- Create an environment and routines to assist students in the transition to high school
- Develop high quality and relevant experiences for freshmen that support success in high school and the current job market
- Create and monitor tier 1 supports for freshmen
- Binder
- Journal
- Work management
- Google Software * Model high estimates of achievement and growth mindset for all students
- Create fun, engaging, and effective college/career preparedness lessons
- Write effective letters of recommendation for students
- Schedule and attend college/career visits (requires some after school hours)
- Support students in finalizing and achieving individualized college/career plans
- Regularly communicates with students and parents/guardians about students' educational plans
- Helps students set and achieve ambitious/realistic GPA and ACT goals
- Works with college counselors on a regular basis
- Coordinates and occasionally attends summer camps/college visits for students and families

Junior Seminar (Semester 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 juniors complete core college/career tasks: professional resume, personal statement, college list, etc.
- Ensure that all juniors take the ACT exam at least once
- Ensure that all eligible juniors complete the KC Scholars Scholarship
- Schedule college/career reps to visit Junior Seminar classes
- Schedule and attend college/career visits (requires some after school hours)
- Support students in creating individualized college/career plans

- Plan and participate in parent engagement nights (Financial Aid Night, College Night, etc.)
- Write effective letters of recommendation for students
- 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 UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE(S), PLEASE ATTACH 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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