

KIPP Through College | KIPP San Jose Collegiate College Counselor Fellow

About KIPP Bay Area Schools

In the San Francisco Bay Area, KIPP schools are closing the achievement gap between low-income students and their more advantaged peers. Our free, college-preparatory, elementary, middle, and high schools are located in underserved neighborhoods of San Francisco, San Jose, San Lorenzo, Oakland, and Redwood City. The mission of KIPP Bay Area Schools is to operate high achieving public schools in educationally underserved communities, developing in our students the knowledge, skills and character essential to thrive in college, shape their futures, and positively impact the world.

KIPP (the Knowledge is Power Program) began in 1994 in Houston, Texas. Today, there are 183 KIPP schools in 20 states and Washington, D.C. serving 70,000 students. KIPP Bay Area Schools is comprised of eleven KIPP schools in the Bay Area and a Regional Support Office serving 4,000 students.

KIPP Bay Area Schools ranks in the top 10 percent of all public school districts in California. Our schools have been recognized as California Distinguished Schools, National Blue Ribbon Schools, and our fully grown high schools have been named by U.S. News and World Report's as top high schools in the nation.

Fellowship Overview

The Alumni Fellowship Program provides KIPP Bay Area Schools alumni and recent graduates of San Jose State University with the opportunity to serve as KIPP Through College (KTC) Alumni Advisors and College Counselors. As full-time employees, Fellows work to ensure that KIPP students and alumni receive outstanding support to and through college. Alumni Fellowship Program is a two-year (twenty-four months) commitment and is a full-time (1.0 FTE) paid position. At the end of the Fellowship employment with KIPP Bay Area Schools terminates.

Position Overview

The KTC department supports student and alumni of KIPP Bay Area Schools to and through college. The KTC College Counselor Fellow is focused on providing support so all 12th grade students at KIPP San Jose Collegiate receive excellent college advising in effort to ensure strong and strategic college match for all students. This work will focus on monitoring and supporting the Senior College Seminar class at KIPP San Jose Collegiate. The College Counseling Fellow will also conduct regular transcript reviews of 10th grade students.

He/she will report to the KTC 12th Grade College Counseling Chair at KIPP San Jose Collegiate. This role works out of the specific KIPP high school were placed. This role requires excellent communication, and attention to detail and deadlines.

Primary Responsibilities Include

- Monitor all Senior College Seminar classes
- Provide pull-out one-on-one advising to all 10th grade students 1-2 times a semester
- Assist in planning and leading regular college match workshops during Seminar class to all 12th grade students
- Serve as the school's KIPP College Savings Program liaison
- Manage all summer program/applied learning opportunities for students (i.e. individual meetings, application support, data collection, etc.)

- Plan the 9th and/or 10th grade college trips
- Assist with the planning and facilitation of college-focused Parent Education Nights
- Support the collection of student data (grades, test scores, college wish lists, internships, etc.) using Naviance

KIPP Through College Team Participation

- Attend and participate in monthly Alumni Fellows professional development workshops
- Plan and participate in weekly one-on-one meetings with the school's KTC 12th Grade College Counseling Chair

School Site Responsibilities

- Attend all school site staff/grade level meetings and professional development workshops
- Complete all duties as a teacher and staff member at KIPP high school site

Skills and Qualifications

- Current cumulative college grade point average of 2.7
- Bachelor's degree earned by June 2016
- Commitment to college access/persistence support experience
- Commitment to working with underserved students and families
- Ability to self-direct and prioritize among competing goals and to initiate process improvements
- Demonstrated ability to work well with others and build relationships across teams and schools
- Excellent written and verbal communication skills with keen attention to detail and strong organizational skills
- Strong achievement orientation with exceptional time management skills and demonstrated ability to multi-task
- Unquestioned integrity and commitment to KIPP Bay Area Schools' mission and values

Salary & Benefits

We offer a competitive salary and excellent benefits package, depending on experience and qualifications.

To Apply

Please submit a letter of interest, resume and unofficial college transcript to alumnifellowship@kippbayarea.org.

KIPP Bay Area Schools is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally under-represented backgrounds.