



# ARISE HIGH SCHOOL

AUTHENTICITY | RIGOR | INSPIRATION | SUCCESS | EMPOWERMENT

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## ARISE HIGH SCHOOL IS HIRING AN ACADEMIC COUNSELOR AND SUCCESS COORDINATOR

ARISE High School, a small charter school in East Oakland, California focused on preparing students to find success in college and career, is growing and seeking dedicated teachers interested in joining an existing crew of dedicated and experienced educators, students, parents and community leaders who struggle together to help create a more just, healthy, and equitable society.

### WHO WE ARE:

At ARISE we nurture, train, and discipline our school community to engage in a continuous practice of developing mind, heart, and body towards a vision where we actively rise up. Agency and self-determination drive our struggle to improve our own material and social conditions towards a more healthy, equitable, & just society.

The mission of ARISE High School is to empower ourselves with the skills, knowledge, and agency to become highly educated, humanizing, critically conscious, intellectual, and reflective leaders in our community. As a Linked Learning school in Public and Community Health, ARISE seeks to empower our students, staff and community members through our pathway.

This is a combination position:

- 50% of the responsibilities involve teaching the Success 101 course (2 sections) and building out the Get Focused, Stay Focused program schoolwide.
- 50% of the position focuses on academic counseling and support for 9th, 10th, and 11th graders

### REQUIRED QUALIFICATIONS FOR COUNSELOR AND SUCCESS COORDINATOR

- Manages initial meetings (before the first day of school) with all incoming 9th graders to communicate academic expectations, ARISE Grad track, and establish academic goals
- Manages and continually monitors academic and graduation track progress, including bi-annual transcript analysis, for all 9th, 10th, and 11th grade students and identifies students who require additional support and interventions (keeps and updated Grade Tracker for all students)
- Review and support student scheduling for 9th, 10th, and 11th graders at the beginning of the year
- Manages and leads academic recommitment conversations with students who are in jeopardy of being retained in the 9th, 10th, or 11th grades, including organizing family meetings for these students as well as coordinating with Advisors to provide support during Student Led Conferences
- Manages the co-creation of individual graduation plans for students who are placed on non-ARISE Grad Track pathways in collaboration with Adelante Team, A-team, and families
- Manages and leads communication of ARISE academic program after school and outside of school events including Back to School Night, Student Led Conferences, middle school recruitment presentations, etc

- Collaborates with Pathway Coordinator and WBL Liaison to help place students properly into internship and potential career opportunities
- Collaborates with Adelante team to develop individual academic success plans for students without IEP and 504 plans who are struggling academically
- Co-manages with Advisors and Adelante team to identify students (non IEP and 504) who are struggling academically and ensure appropriate interventions and academic supports are provided
- Holds after school office hours to provide necessary advising and support services for students
- Regularly meets and advises all 9th through 12th grade students to monitor academic progress and progress on *My 10 Year Plan*
- Participates in weekly Student Engagement Committee (SEC) meetings

### **Get Focused! Stay Focused!**

- Teaches 2 sections of Success 101 for 9th graders using the [Get Focused! Stay Focused!](#) program and curriculum
- Manages the build out *Get Focused! Stay Focused!* curriculum integrating Graduate Profile, Warrior Intellectual rubrics, and cultural relevance
- Manages the build out and coordinates *Get Focused! Stay Focused!* program for 9th grade through 12th grade
- Attends and stays up to date on *Get Focused! Stay Focused!* Program and communicates necessary information to ARISE staff

### **Collaboration of College and Career Readiness Experiences**

- Supports with college visits
- Supports with PSAT10 & PSAT-NMSQT scheduling and proctoring
- Support internships that connect with Pathways and individual academic success

### **Data & Reporting**

- Manages and maintains (with the aid of Powerschool and Google suites) a database with student graduation requirements and profile (google sheets, and PowerSchool)
- Manages the data collection and analysis of student performance data as it relates to post graduate outcomes and college and career readiness
- Collaborate with Measure N committee to complete yearly site-plan and baseline report
- Coordinate with Head of School, Deans of Instructions, Director of Teaching and Learning and Data Coordinator to identify key trends in student academic data and make suggestions for potential responses
- Coordinate Academic Familias to identify and analyze key data for student success

### **EMPLOYMENT DETAILS AND SELECTION PROCESS:**

All teacher candidates are asked to submit the following via email to [jobs@arisehighschool.org](mailto:jobs@arisehighschool.org)

1. a cover letter that includes how the candidate might be a good fit with ARISE
2. a resume
3. three references

After an initial document and phone screening, potential candidates will be asked to do the following:

1. INTERVIEW: An interview by a panel of students, parents, and staff
2. DEMONSTRATION LESSON: Candidates will be asked to do a demonstration lesson with some of our students.
3. LESSON DEBRIEF: Candidates will participate in a lesson debrief in order for ARISE to assess for teacher coachability.
4. TEACHING PORTFOLIO: A portfolio brought to the interview that includes:

- Resume, lesson(s) plans, curriculum plans or unit plans, sample of student work (multiple levels recommended), letters of recommendation from parent and/or student, letter of recommendation from a colleague or supervisor
- Additional artifacts may include rubrics, classroom handouts, articles written

#### SALARY AND SCHEDULE

- Competitive, with health, sick, and pension benefits
- Stipends available for leadership responsibilities, advanced degrees, Spanish fluency
- Employment runs from August 1st - June 30th. On-site work is estimated to begin to the first week of September