



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

## High School Program Counselor

The Fund for Advancement of Minorities through Education (FAME) is a small non-profit organization, making a large impact on the lives of students of color in the Greater Pittsburgh area. FAME was established over 27 years ago to provide need-based scholarships to bright and talented African American students, making a high-quality independent school education possible. FAME also provides its Scholars with an array of supplemental support including tutoring, internships, academic enrichment programs, leadership development, and career awareness workshops. In addition, FAME hosts a summer and Saturday preparatory program for middle school students interested in attending an independent school.

### **Mission Statement:**

FAME's mission is to educate, empower and embolden African American youth to become student ambassadors of today, leaders of tomorrow and stewards of their communities.

### **To accomplish our mission:**

FAME provides African American students access to college preparatory education at participating independent schools via needs based financial assistance. FAME prepares students for success through attending FAME Academy and partner schools and by providing extensive ongoing programmatic support. Our programs help FAME Scholars develop through academic, extracurricular and holistic life experiences and grow into the leaders of tomorrow. FAME's ultimate goal is to positively impact both the African American Community and society at large through the contribution of its scholars, leaders and programs.

### **Essential Duties, Responsibilities, and Qualifications:**

Under the leadership of the Chief Executive Officer and direct supervision of the Chief Programming Officer, the High School Program Counselor will work to ensure the successful execution of a broad range of programs and program supports with FAME's core program. The Program Counselor will be the first point of contact for high school families for most FAME counseling and coaching needs, events and be the primary point person for HS Scholar enrichment activities. This position is a FT, exempt position. Some evenings and a minimum of 2-3 assigned weekends a month required, as well as, chaperoning of overnight program trips. A car with valid license and insurance is a MUST. Qualified candidates should have at a minimum a B.A./B.S. in Education, Psychology, Counseling or comparable field with experience working with adolescents in an academic setting or in youth development. Experience with urban youth from under-served communities is highly desirable. The ideal candidate is self-motivated and an excellent communicator, is proactive and able to troubleshoot and efficiently solve problems and recommend interventions. He/she is comfortable working independently as well as collaboratively as a member of a team. Candidate must also be able to multitask, forge strong relationships with school personnel and thrive in a fast pace environment with other professionals to achieve a common goal. The ideal candidate must also have an understanding of academics, college-prep curriculum, scheduling, program planning and development, and be able to produce and achieve program outcomes. Must have demonstrated ability to use Microsoft Office, database and event platforms, such as Eventbrite and Alma. Must be able to lift up to 50 lbs.

### **Responsibilities include, but are not limited to:**

**1. Guidance & Counseling** - Demonstrate ability to help HS Scholars maximize their personal/social development, academic achievement, and college/career readiness in a proactive manner.

Advise Scholars in the areas pertaining to:

#### **• Academics**

- Work with students who are struggling academically, communicate with parents and coordinate efforts among teachers, support teams and specialized services.
- Recognize need for academic interventions and provide additional supports that are crucial to their development in High School and beyond.
- Demonstrate knowledge of HS environments, scheduling, systems and protocols. Adept in assisting Scholars understand, interpret and adhere to FAME/school cultures and policies.

#### **• College/Career Readiness**

- Meet with Scholars and Families to set goals and help guide them to plan for their future.
- Initiate meaningful discussions around career interests, abilities and values to optimize course selection and college preparation;

explore professional/career aspirations.

-Help Scholars develop skills that promote lifelong learning behaviors needed to succeed.

• **Personal/Social Wellness**

-Demonstrate understanding of multicultural issues and individual differences in order to assist each Scholar in enhancing their personal/social development.

-Demonstrate ability to empower Scholars to have ownership over their own learning and behaviors.

-Capable of identifying Scholar's needs for support services in order to make appropriate referrals.

2. **Program Planning and Development** - Demonstrate ability to execute and plan FAME Enrichment programs. In collaboration with the Chief Programming Officer and the Scholar Programming Team, the High School Program Counselor will:

- Define needs, priorities and appropriate objectives for each Scholar.
- Ensure program implementation and compliance as well as areas for improvement.
- Maintain existing and new internships and corporate/organizational partners.
- Facilitate the Senior Scholarship procurement process.
- Work closely with the Chief Programming Officer to develop consistent standards and key information for the execution of programmatic events.
- Coordinate the High School Internship and Enrichment Program and related events.
- Coordinate Transition Workshops for 8<sup>th</sup> Grade FAME Academy Parents and Students.
- Plan and execute the New Scholar and Returning Family Orientation (in conjunction with the Lower and Middle School Program Counselor), SAT/ACT Prep Course, Tutoring, College and Career Readiness Events, High School Academic Labs, Seminars, High School Student Planning Committee, Leadership Symposium Series and STEM/STEAM Programming.
- Develop appropriate internal and external communication materials.
- Assist the Development Director in the planning and execution of alumni events, tracking and strategic plan to further engage alumni.
- Coordinate planning and engagement in conjunction with the Lower and Middle School Program Counselor.
- Maintain records for High School Scholars, alumni (as it relates to internship and enrichment opportunities), and events.
- Develop and manage program budget under the direction of the Chief Programming Officer.
- Collaborate and implement long-term programmatic strategic planning.
- Create status reports and evaluate program related data, trends and activities.
- Provide support to the management team as necessary in an effort to fulfill FAME's mission.

3. **Advocacy** - Serve as advocate for Scholars within the school and larger community and provide feedback and insights for administrators, parents and other stakeholders.

- Interpret relevant Scholar information to school personnel regarding the needs of Scholars; collaborate with schools to find ways to help Scholars identify their strengths and weakness so that they can receive the appropriate help.
- Consult with all invested parties and outside resources when necessary to assist Scholars overcome social/emotional hurdles and academic obstacles.
- Understand when it is appropriate to refer Scholars to special programs and services.

4. **Assessments** -Demonstrate ability to analyze school-based and FAME assessments to identify Scholars' abilities, aptitudes, achievements, and interests to support overall success.

- Analyze assessments and inventories provided by FAME and interpret standardized test results and other assessment data to guide students in individual goal setting and planning.
- Provide analysis of Scholars' needs, document contact hours, and collect outcomes data on a regular basis.

5. **Professionalism, Standards & Competencies** -Have a thorough understanding of organizational policies and procedures and protocols; uphold ethical standards of the profession and established standards and competencies set for counselors. Maintain good professional character and commitment to professional growth.

- Respect ethical boundaries by honoring the confidentiality of Scholar information.
- Knowledge and application of organizational procedures and policies consistently and equitably.
- Collaboration with supervisor and other staff members to problem solve and offer services to Scholars and families in professional and appropriate ways.

**If interested in applying, please send an email with the subject line "HS Program Counselor Position", including your resume and professional references to [nnelson@famefund.org](mailto:nnelson@famefund.org).**