



Post-Secondary Advocate

Colorado High School Charter is seeking a **Post-Secondary Advocate** at our Osage Campus. The **Post-Secondary Advocate** will help CHSC Osage students identify and access Post-Secondary options, remove barriers that impede student access to Post-Secondary success through Outreach, Individualized Coaching, Data Collection and Analysis, and Supportive Interventions geared towards helping students become academically and socially independent.

Colorado High School Charter Overview

Mission: Colorado High School Charter is transforming the alternative education experience by igniting the potential within each of the diverse young people we serve. CHSC ensures students' personal and academic growth by creating tailored curricula, a supportive school environment, and community partnerships. We empower our students to succeed in life and positively contribute to their families and communities by offering them the freedom and resources to pursue a post-secondary path aligned with their individualized goals.

Vision: Schools that Empower People

Core Values: Relationships, High Expectations, Growth, Inclusivity, Wellness, Third-fourth-fifth Way

About: Colorado High School Charter (CHSC) is one of the leading alternative education campuses in Denver, serving students in grades 9-12. As an educator at CHSC, you will have the opportunity to develop meaningful relationships with your students while receiving regular coaching and professional development to allow you to deliver exceptional instruction for students who are looking for a small, supportive and relevant school setting.

For more information visit our website: <https://www.chscosage.com/>

Job Duties:

- In conjunction with Post-Secondary Coordinator identify Post-Secondary Resources and create partnerships that expand opportunities for students
- The Post Secondary Advocate will be responsible for a caseload consisting of the 12th grade students.
- Caseload management will include attendance, academic and social emotional and post secondary support.

- Meet with students on caseload weekly to assess progress, provide resources and support and problem solve any issues that arise.
- Assist students with registration process for Concurrent Enrollment Courses
- In conjunction with the Post-Secondary Coordinator conduct Post-Secondary Readiness bootcamps to prepare students for Post-Secondary opportunities
- Ensure that students understand graduation expectations and deadlines.
- Engage parents/guardians through phone calls, meetings, home visits to inform them of the Post-Secondary Options students are eligible for and explain expectations for programs.
- Participate in New Student Orientation to introduce CHSC Post-Secondary Pathways and opportunities.
- Address barriers to student achievement by connecting students to school based, local community and campus resources.
- Responsible for facilitation of Senior Seminar, in conjunction with the Academic Counselor and Post-Secondary Coordinator.
- Serve as a Liaison between CHSC and Community Based Post-Secondary Resources.
- Assist with enrollment and recruitment of students for Postsecondary opportunities (Concurrent Enrollment, CEC, Workforce Development Programs, Internships, etc.)
- Support students in identifying and developing their Post-Secondary goals and plans.
- Conduct outreach to CHSC graduates to develop an alumni network and inform best practices for current students.
- Coordinate a Career Fair for students each semester.
- Other duties as assigned by Post-Secondary Coordinator and School Administration

Qualifications

- High School Diploma or Higher
- A strong desire to work with Students who have struggled in traditional school settings
- Exhibit cultural competence and work with a student-centered lens
- Strong interpersonal skills with the ability to build rapport and positive relationships across a wide range of constituencies
- Possesses critical, strategic thinking skills and the capacity to be detail oriented and manage multiple tasks
- Permanent US Work Authorization
- Proficiency using Microsoft Office Suite
- Valid driver's license and reliable vehicle

Preferred Qualifications:

- Bachelor's Degree in Education, Human Services, or other Related Fields
- 1-2 Years experience working with diverse students and families
- 1-2 Years Post-Secondary Success Planning
- In Depth Knowledge of Community Resources and Supports specific to Post-Secondary Access
- Experience with Infinite Campus

- Bilingual

Compensation

Salaries range is \$44,763 - \$61,555 and include a comprehensive benefits package.

To Apply

Email resume and cover letter to gneely@chscharter.org

Colorado High School Charter is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and school needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. Colorado High School Charter believes that diversity and inclusion among our teammates is critical to our schools' success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.