



## **About Peninsula Bridge**

Peninsula Bridge closes the achievement gap and provides access to higher education for motivated, underserved youth by providing support from grade 4 through college graduation. Our expanded year-round program and 13-year commitment prepare students for success on the college track. For over 30 years, Peninsula Bridge has served youth from San Mateo to Mountain View with academic and social-emotional support. The High School program includes individualized academic advising, mentoring, and tutoring. A monthly Saturday Program provides academic support, social-emotional learning, and college planning support to students in grades 9-12 and their families. The program is designed to achieve high school success and college readiness. During our summer program, we connect our students with opportunities such as volunteering, internship opportunities, camp participation, and other events that foster community and belonging.

## **Job Description : Academic Advisor for High School Programs**

The High School Academic Advisor will provide year-round academic advising, professional development, and social-emotional support to a caseload of up to 50 high school students in grades 9-11th. The student cohorts are designed based on the geographical regions of San Mateo-Mountain View. The Advisor will directly support students in individual advising, promote engagement of family/primary caregivers in their assigned High Schools and in Peninsula Bridge programming, lead specific events, and be the primary liaison at the High Schools and relevant community organizations in the given region.

## **Key Competencies**

- 3-5 years of experience in a school or similar academic setting.
- Bachelor's Degree in Education or a related field.
- Proven success in student support and management in an academic setting.
- Knowledge and understanding of non-cognitive skills and academic requirements for students to be prepared to enter 4-year colleges upon completion of 12th grade.
- An innovative, collaborative approach to problem-solving.
- Excellent communication skills, verbally and in writing.
- Effective group management and presentation skills that promote positive interactions with students, families, and other stakeholders.
- Ability to support staff, students, and families respectfully, inclusively, and engagingly.
- Ability to demonstrate cultural sensitivity in all aspects of work.
- Adaptable and able to manage multiple objectives at one time.
- Collaborative practices and the ability to share and connect with various stakeholders (teachers, families, visitors, volunteers, Board Members, etc.)
- Effective organization skills and attention to detail.
- Fluency in Spanish desired, but not required.

- Ability to use all GSuite applications, Zoom conferencing, and design/lead virtual programming as needed.

## **Overview of Responsibilities**

### **Individual Student Support**

- Organizes and leads monthly in-person student meetings (Reliable transportation).
- Counsels and matches students to summer opportunities and/or work.
- GPA Tracking and implementation of intervention support (tutoring, mental health, etc.).
- Oversees and supports the cohorts' meeting of program expectations (GPA requirements, attendance) and active participation in PB.
- Maintains detailed, accurate student records, metrics, and outcomes for each student using the data management systems provided by Peninsula Bridge.
- Creates student support plans when necessary.

### **Family Engagement**

- Organizes and leads yearly student-parent/guardian meetings.
- Maintains effective communication with parents or guardians.
- Tracks parent attendance and involvement in PB events.
- Organizes family events to foster community.
- Assists in evening educational parent/guardian workshops.

### **Student Cohort Engagement**

- Teaches and leads workshops during the Saturday Academy (9 Saturdays a year) using Peninsula Bridge's adopted curriculum framework.
- Leads in any in-person High School Programming and monthly Saturday Academies as assigned.
- Oversees and sends cohort-specific communications.
- Participates in overnight trips and some other Saturday activities (e.g. HS Nature Retreat).

### **School and Community Liaison**

- Forms relationships with key stakeholders at high schools on caseload.
- Become knowledgeable at course offerings, student support services, mental health services, strengths, and challenges for PB students in their assigned high schools.
- Sets up and attends meetings as needed with relevant school personnel.
- Seeks knowledge of and promotes/attends key events at assigned High Schools.
- Works with students and families to engage and connect in their local communities.
- Tracks successes and challenges and creates a database of resources for cohorts related to the assigned region.
- Updates information related to contact personnel for each school in their region.

### **Other tasks or team lead roles as assigned. Possible leads:**

- Organizes volunteer engagement, student work exhibition, and culminating events.
- Promotes relationships for corporate internships and summer opportunities.
- Supports curriculum development.
- Leads projects relevant to the HS team.

**Contact:** Please email your resume and cover letter to the Peninsula Bridge Hiring Team at [careers@peninsulabridge.org](mailto:careers@peninsulabridge.org)