



CRISTO REY

PHILADELPHIA
HIGH SCHOOL

PROGRAM DIRECTOR OF ACADEMIC SUPPORT

Position Description

The Program Director of Academic Support reports to the School Psychologist and serves as lead program coordinator of the Academic Support Program, academic data manager, and lead member of the Persistence Project. This role is designed for an experienced educator who wishes to move out of the classroom and into an educational leadership role, with emphasis on student success, data analysis, and school-wide policy and program implementation.

Responsibilities

1. Academic Support
 - Implement an academic support program designed to help students develop more productive academic routines and behaviors and improve executive functioning skills through small group instruction and one-on-one coaching
 - Develop and execute brief weekly lesson plans to address specific skills students report wanting help with
 - Assist with ongoing identification and progress monitoring of struggling students using school records data
 - Collaborate with teachers and other staff members to develop strategies to best support at-risk students within the classroom
 - Facilitate Student Support Plan meetings with the School Psychologist, teachers, parents, and other staff members to identify accommodations, modifications, and supports to address individual student needs
 - Supervise volunteers (college students, Cristo Rey students, and adult volunteers) who play vital roles in the implementation of school-wide academic support programming
 - Engage in ongoing program evaluation and development in collaboration with the School Psychologist, with the possibility of disseminating findings at upcoming research conferences

2. Academic Analysis
 - Collect, manage, and analyze student success data, including missing assignments, attendance, disciplinary, and academic data
 - Co-lead the Persistence Project with our School Psychologist, with special emphasis on freshman and sophomore retention
 - Steward the Persistence Grant through the Cristo Rey Network
 - Work with the College Counseling department to track college retention
 - Co-lead weekly Persistence Team meetings with Academic Leadership Team, including the principal, assistant principals, dean of students, and counseling department, to implement creative solutions for at-risk students
 - Foster an appreciation for and utilization of school-wide data to inform teaching and policy within CRPHS

Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for young men and women of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others, and serve their community.

The school welcomed its first class in August 2012 and now serves approximately 507 freshman, sophomore, junior, and senior students. The school is searching for experienced educators to join the team as we prepare to welcome our eighth cohort of freshmen and continue to build a strong program for our upper grades.

For the last seven years, Cristo Rey has been located in the Logan neighborhood of North Philadelphia. This upcoming school year, Cristo Rey will move to a brand new home in the Allegheny section of the city, remaining committed to serving economically disadvantaged families from across the greater Philadelphia and Camden areas that could not otherwise afford a private Catholic education. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start out between two and three grade levels behind academically, for college. The faculty's collective goal for every student is not simply high school graduation or college acceptance but college graduation. It is the faculty's primary responsibility and challenging mission to prepare every Cristo Rey Philadelphia student to be successful in college.

All students enrolled in the school participate in a unique corporate Work-Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Work-Study Program gives students the opportunity to build core skills that will help them succeed in college and the modern workplace. Each student works five full days per month in an entry-level clerical job in a professional work environment. The objective of these jobs is to reinforce the capabilities — reading comprehension, mathematics, discipline, persistence, and a strong work ethic — that students need to be successful in college and career, as well as to provide students with opportunities for development of one's self-esteem and exposure to a professional corporate culture. The money earned through the students' work goes directly to the school to cover a significant portion of the cost of their education.

The school is endorsed by the Oblates of St. Francis de Sales and the Sisters, Servants of the Immaculate Heart of Mary. Cristo Rey is new to Philadelphia but not new to the United States. Cristo Rey Philadelphia is the 25th school in the national Cristo Rey Network. Network schools serve more than 9,000 students across the country and have established a tremendous record of success preparing students for success in college and in life.

Application Process

If you would like to be considered for a position at Cristo Rey Philadelphia, please submit one PDF document containing the following information via email to:

Hiring Committee
Cristo Rey Philadelphia High School
JoinTheTeam@crphs.org

- 1) Cover Letter
- 2) Resume
- 3) List of 3 Professional References (including email & telephone contact information for each reference)
- 4) Transcripts from Undergraduate and Graduate Education

Responses to 3 Essay Questions

Candidates for all positions should answer questions a, b & c:

- a. Describe your philosophy of education and explain how you hope to put it into practice as a member of the Cristo Rey Philadelphia team. (Maximum Response- 1000 words)
- b. Over the past seven years we have assembled a team of experienced educators who maintain high expectations for our students and work tirelessly to support each student's learning, growth, and development. We have built a mission-driven culture that is open to growth, dedicated, driven, flexible, creative, loving, joyful, and resilient. Our team consists of individuals who are not afraid to fail, who don't whine, who dare to dream big, and who will stop at nothing to make our dreams a reality. We push ourselves to be constantly learning, reflecting, creating and developing. We challenge ourselves and our students to believe, to dream, to lead, and to serve. Why should you be part of this team? (Maximum Response: 500 Words)
- c. Many of the students with whom you will be working are failing more than one academic class. In your opinion, what factors might impact student performance? How would you address these factors in this Program Director of Academic Support role? What else can CRPHS as a community do to address these factors? (Maximum Response: 500 Words)