



## SERVICE CORPS – ACADEMIC SUPPORT COORDINATOR

### **Position Description:**

This Service Corps role is designed for a recent college graduate or graduate student interested in inclusive education, efforts to close the achievement gap, and data collection and analysis. The Academic Support Coordinator would serve as a core member of the Academic Support Team, reporting directly to the Program Director and working closely with the School Psychologist, Counselors, and Assistant Principal.

### **Roles and Responsibilities:**

- Collect, manage, and analyze student success data, including missing assignments, attendance, disciplinary, and academic data.
- Assist with ongoing identification and progress monitoring of struggling students at all four grade levels using school records data.
- Work with National Honor Society and Senior Student Leadership to offer tutoring and mentorship opportunities for at-risk underclassmen.
- Design and proctor a structured study hall for juniors and seniors once a week.
- Support the implementation of a weekly Academic Support program for sophomores, focusing on executive functioning skills such as time-management and organization.
- Manage accommodations efforts for individual students at exam time.
- Participate in 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.
- Support the Work Study Department by doing a weekly route to get students to and from work sites in the city.

### **Qualifications**

- Minimum of a Bachelor's Degree with experience in psychology, education, social sciences, data analysis, and/or statistics
- Detail-oriented and meticulous in work.
- Appreciation for and interest in data collection, cleaning, and presentation.
- Willingness to mentor and coach students in areas of academic and executive functioning challenges.
- Patience and empathy for students with a diversity of academic and social-emotional needs.
- Flexibility, all-in attitude, and ability to work as part of a team.
- Sense of humor, positivity, and a growth mindset are musts!

### **About the Service Corps Program**

Cristo Rey Philadelphia High School established the Cristo Rey Philadelphia Service Corps in the summer of 2014. Members of this educational and administrative immersion program will commit to a year of service to bring about the school's mission of providing a college prep education to students with limited financial resources.

The program aims to attract individuals who are interested in learning how to teach and/or work in administration in an urban school setting. The Cristo Rey Philadelphia coaching model will be led by

principal Dr. Flannery O'Connor and will include supervision and support in classroom management, student achievement efforts, and instructional practices.

Corps members will serve in a number of roles both in and out of the classroom. Members will receive extensive professional support, coaching, and development as they work in a collaborative and reflective environment. Corps members will assist the Work-Study Office, get involved in extracurricular activities such as sports, clubs, and retreats, and play an integral role in the daily operations of the school.

Corps member development will include structured community building, opportunities for intentional reflection, and a monthly focused career development session. Additionally, members will receive generous work/healthcare stipends, as well as housing provided by Cristo Rey Philadelphia High School.

### **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](mailto: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 Academic Coordinator role? What else can CRPHS as a community do to address these factors? (Maximum Response: 500 Words)