



CRISTO REY

PHILADELPHIA
HIGH SCHOOL

Director of Academic Resources and Support

Overview:

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

Each student participates in the Corporate Work Study Program (CWSP), which offers a weekly work study experience for all four years.

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth and desire to be part of our committed community. As part of the faculty, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young men and women. Candidates should have an appreciation of the school's mission and a commitment to the values of Catholic education. Click [here](#) for some more information about CRPHS.

Director of Academic Resources and Support Description

The Director of Academic Resources and Support will work closely with the Instructional Leadership Team, School Psychologist, Counseling Team, teachers, and parents to offer students academic, social-emotional, and behavioral supports using multi-tiered systems of support (MTSS). The Director of Academic Resources and Support will create and oversee programs to support all students in finding and navigating academic resources while also providing individual and small group setting supports as appropriate. This person will act as Test Accommodations Coordinator and participate in key meetings for student success. This role is designed for someone with a special education background or 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. This person reports directly to the Principal.

Roles & Responsibilities

Academic Resources

- Plan and manage a strategic program to establish and offer academic resources to all students, including but not limited to academic advising, peer-tutoring, Writing Center, Math Center.
- Plan and implement academic programs designed to help students develop more productive academic routines and behaviors and improve executive functioning skills
- Collaborate with academic faculty/staff, counseling, and College & Career Counseling to ensure developmentally appropriate and vertically aligned supports and resources are available and accessed by students
- Assist with ongoing identification and progress monitoring of struggling students using school records data
- Supervise and assist Academic Support Staff in developing and executing an academic support program with brief weekly lesson plans to address specific skills students report wanting help with and small group instruction and one-on-one coaching. (This role will grow as the program develops)

- 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

Academic Analysis

- Collect, manage, and analyze student success/retention data, including missing assignments, attendance, disciplinary, and academic data
- Work with the College Counseling department to track college retention
- Lead Persistence meetings with Academic Leadership Team, including the principal, assistant principal, 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

Qualifications

A successful candidate would:

- Be detail-oriented and meticulous in work
- Have an appreciation for and interest in data collection, cleaning, and presentation
- Have the willingness to mentor and coach students in areas of academic and executive functioning challenges
- Demonstrate patience and empathy for students with a diversity of academic and social-emotional needs
- Have a positive attitude, the ability to work as part of a team, flexibility, and a growth mindset
- Hold an advanced degree in Special Education or have at least 3 years of classroom teaching experience

Compensation

- Full time, 10 month position with competitive salary and benefits.

Application Process

To apply for the Cristo Rey Director of Academic Resources and Support position, please send the following documents in an email to jointheteam@crphs.org:

- Resume or CV
- Cover letter expressing interest in this position
- Three references including name, title, relationship to applicant, phone number, and email address of each