



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION

Director of Student Engagement

Organization Summary:

[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. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. While their students are at work, teachers use the time for lesson planning and preparation, student support meetings, and collaboration.

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As part of the team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The ideal candidate will have a knowledge base of high school level extra-curricular and student development programming/production and experience delivering programs and services to support overall student growth. In this role, they will lead and manage community building and student development programs including the re-introduction of the Cristo Rey House Program, the second year of our social and emotional learning program called Grad @ Grad, and monitor and develop a full roster of after-school clubs. This role will work directly with students, along with faculty, staff, program partners and others invested in our mission. They will have experience working with diverse students from lower socio-economic households, providing them with the ongoing mentorship and direction they require to successfully navigate their educational experience and reach their full potential.

Duties and Responsibilities:

- Develop and implement a yearlong House Program that engages students from all grade-levels to build a deeper sense of community schoolwide.
- Form and support a House Captain Leadership Program that focuses on peer leadership
- Refine and grow the yearlong Grad @ Grad Program that engages each grade level through social-emotional learning experiences in and around Philadelphia
- Establish, build, and maintain relationships with internal and external stakeholders to ensure program success.
- Maintain and develop the following: Grad @ Grad partnerships with community organizations, alumni speaking opportunities, student reflection on Grad @ Grad, and faculty/staff support

- Manage Clubs by providing budgeting, calendaring, and logistical support to their Advisors
- Form and support a Leadership Council that meets semi-regularly and consists of student leadership from all major clubs and extracurriculars
- Supervise school activities, including evening and weekend activities (field trips, school dances, graduation)
- Serve as liaison between the school and home
- Represent the school at community meetings and conferences
- Coordinate with outside organizations and agencies
- Prepare administrative reports
- Perform additional duties as assigned.

Qualifications:

Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition they will meet or exceed the following requirements:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Competency in designing and implementing programming to serve a heterogeneous student population diverse in culture, religion, and ability.
- Proficiency in using technology in the classroom to enhance student learning (i.e. word processing, spreadsheets, databases, online textbooks, and educational websites).
- Strong interpersonal skills to relate well with students, staff, parents, and the community.
- Complete Virtus training and pass a background check.

Education and Experience:

- Bachelor’s Degree or above preferred
- Three to five years of leadership experience

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours instructing a classroom of learners;
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:

To apply for the Director of Student Engagement position at Cristo Rey Philadelphia High School, please submit a PDF of 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;
- Response to the following prompts:
 - 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-500 words)

- Over the past ten 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 is comprised of individuals who are not afraid to fail and who dare to dream big. We push ourselves to be constantly learning, reflecting, creating and developing. We challenge our students and ourselves to believe, to dream, to lead, and to serve. Why should you be part of this team? (Maximum Response: 500 Words)

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.