



CRISTO REY

PHILADELPHIA  
HIGH SCHOOL

## Assistant Dean Job Description

### 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 CRPHS 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 experience working in a dean's office or other roles with similar responsibilities. They will also have experience working with students from diverse socio-economic backgrounds.

Cristo Rey Philadelphia High School is seeking a full-time (12-month employee) assistant dean beginning in the 2022-2023 school year. The assistant dean reports directly to the Head Dean of Students.

### Roles and Responsibilities:

- Act as liaison between students, families, and staff on matters of attendance and behavior.
- Ensure that students are meeting the school's expectations of conduct.
- Coordinate and supervise an after-school detention program.
- Maintain an active presence in common areas during arrival, dismissal, and transitions as assigned.
- Provide immediate support for emergency situations.
- Monitor lunches as assigned.
- Document incidents and interventions.
- All other duties as assigned by the Head Dean.

**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.
- 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 in Education or related field preferred
- Minimum two years of experience working within a school that serves school-aged children
- Documented experience managing and implementing school wide cultural systems preferred

**Physical Requirements:**

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

- Functioning in school 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 Assistant Dean position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to [jointheteam@crphs.org](mailto: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 prompt:
  - 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.