



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Assistant Principal of Academics

Position Description

Cristo Rey Philadelphia High School is seeking an experienced educator to join our team as the Assistant Principal of Academics in order to continue to develop one of Philadelphia's most promising educational options for young men and women from families with limited financial resources. Candidates should have an appreciation of the school's mission and a commitment to the values of Catholic education. Since the founding of the first school in Chicago in 1996, the Cristo Rey model has become one of the most innovative and successful educational programs in the nation, serving over 13,000 students at 37 schools across the country. This position will begin full-time work in July 2020 in our new home at 1717 W. Allegheny Avenue.

Operational Priorities

- Serve on the Academic Leadership Team, which includes close collaboration with the counseling, deans, admissions, and student life departments to support holistic student growth, well-being, and academic success.
- Develop and oversee all academic programming including:
 - Creation and delivery of 500+ student schedules and 40+ faculty schedules
 - Management of all standardized testing, including PSAT and AP preparation and in-house execution, and trimester exams
 - Continued fidelity to yearly academic and cultural goals for the school
 - Delivery of bi-weekly Academic DNP for all grade levels
- Manage classroom space usage and requests
- Monitors data collection and management of Academic Support and Deans for grades, attendance, discipline of all grade levels
- Lead data collection and reporting for internal and external stakeholders.
- Supervise the Academic Manager in the management of the Academic Office operations.
- Understanding of PowerSchool PD and operations.
- Understand and appreciate the developmental and educational benefits of the school's corporate work study program.

Instructional Priorities

- Coach 15+ teachers in one-on-one weekly and bi-weekly meetings on classroom management, curricula building, and professional development.
- Design and deliver the professional development program for our faculty throughout the academic year, including planning and execution of bi-monthly faculty meetings and trimesterly full-day continuing education.
- Support Principal on preparation for instructional coaches' calibration meetings.
- Supports Principal and Grade Level teams on vertical alignment

- Works with GL Leaders to develop and commit to policy and procedures for academic integrity

About 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 513 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 seven years, Cristo Rey was located in the Logan neighborhood of North Philadelphia. At the start of the 2019 school year Cristo Rey moved 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 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 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 to jointheteam@crphs.org containing the following information:

1. Cover Letter
2. Resume
3. Responses to two essay questions:

Over the past eight 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.

With this in mind, please respond to the following questions.

1. You are preparing for faculty professional development days before the start of the school year. Our two main goals for the school year are academic growth and retention. What is the best way to tackle this? How would you introduce your action plan to the faculty and hold our community accountable to that plan over the course of the year? What does success look like? (*Maximum 1000 words*).
2. The Assistant Principal of Academics is a leader in the school that often has to take on many tasks that go unseen, but are essential for the support and growth of our students and teachers. Why should you be Assistant Principal of Academics at Cristo Rey Philadelphia High School? (*500-1000 words*).