Cristo Rey Philadelphia High School is currently seeking to hire an Academic Support Coordinator for the 2018-2019 school year as part of the Service Corps program. This position plays a key role in the school’s mission to get all students “to and through college” by addressing the academic needs of struggling students through collaboration with students, teachers, and parents. The Academic Support Coordinator will be directly supervised by the School Psychologist, who is a licensed psychologist in Pennsylvania, and will work closely with members of the Counseling department, the Assistant Principal, and the Principal. This is an ideal position for applicants interested in gaining professional experience before transitioning into a career in psychology/counseling, secondary education, or special education.

Cristo Rey Philadelphia High School
Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for students of all faiths. Cristo Rey serves economically disadvantaged families from across the city that could not otherwise afford a tuition-based education. All students enrolled in the school participate in a unique corporate Work-Study Program through which they develop important skills. This also provides students the unique opportunity to finance the majority of their tuition costs. 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.

Academic Support Coordinator Duties
- Implement a weekly academic support program designed to help students develop more productive academic routines and behaviors and improve executive functioning skills through small group instruction and one-on-one coaching
- Develop and execute brief weekly lesson plans to address specific skills students report wanting help with
- Assist with ongoing identification and progress monitoring of struggling students using school records data
- Collaborate with teachers and other staff members to develop strategies to best support at-risk students within the classroom
- Help 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

The Academic Support Coordinator also has the opportunity to get involved with other school activities such as leading extracurricular activities, coaching sports teams, attending student retreats, and chaperoning school dances. As a Service Corps member, the Academic Support Coordinator may be asked to help out with other duties at the school (see below).

**Service Corps**
Cristo Rey Philadelphia Service Corps members 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. Michael Gomez and will include supervision and support in instructional practices. Corps members might also be asked to assist the Work-Study Office in providing student transit to and from work and to participate in the operations of the school breakfast program. Members will receive generous work/healthcare stipends, as well as housing and two meals a day provided by Cristo Rey Philadelphia High School.

**Application Process**
Applicants who would like to be considered for a position at Cristo Rey Philadelphia should submit one PDF document containing the following information via email to:

Hiring Committee - Cristo Rey Philadelphia High School
JoinTheTeam@crphs.org

1) Cover letter
2) Resume
3) List of 3 professional references (including email and phone number for each reference)
4) Transcripts from undergraduate and graduate education (if applicable)
5) Responses to three essay questions:
   a) Describe your philosophy of education and explain how you hope to put it into practice as a member of the Cristo Rey Philadelphia High School team (max 1000 words)
   b) Over the past four 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 comprises individuals who are not afraid to fail, who do
not 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, to serve. Why should you be part of this team? (max 500 words)

c) Many of the students you will be working with are failing more than one academic class. In your opinion, what factors might impact student performance? How would you address these factors in the Academic Support Coordinator role? What else can CRPHS as a community do to address these factors? (max 500 words)