**Founding Dean of Academics**

**Job Title:** Dean of Academics

**Reports to:** Principal

**Contract Type:** 12-month

**About Cristo Rey Miami High School (CRM)**

Cristo Rey Miami High School is a new private, Catholic, college preparatory high school located on the campus of Barry University. Cristo Rey Miami is part of the Cristo Rey Network – the largest network of Catholic secondary schools in the country. Cristo Rey Network schools transform the educational process for young men and women through a unique integration of rigorous academics, spiritual formation, and a professional corporate experience. All Cristo Rey students attend school for four extended academic days, and participate in a Corporate Work Study Program one day a week. Our students have exposure to many professional fields including: medicine, finance, technology, business, and law. Cristo Rey Miami students are poised to be transformative leaders in their communities and beyond.

**Job Description**

The ideal candidate, as part of CRM’s founding academic team will possess an ambitious vision for academic excellence, an appreciation for systems that support student success, a culturally responsive mindset, and a commitment to collaboration and growth with all stakeholders. The ideal candidate will create and contribute to a robust academic culture that promotes growth, resilience, accountability, and achievement for all students. The Dean of Academics will use a data-driven approach to assist students who need additional academic support to ensure academic excellence is achieved in all courses. In addition, this person will support and work collaboratively with faculty to ensure all students are receiving a meaningful learning experience. This person will also work effectively with parents/families and school counselors to support the academic development of students. Also, it is an expectation that all faculty and staff support the spiritual mission of Cristo Rey Miami High School. Overall, the ideal candidate will be an integral member of the high-functioning, vibrant team that serves its students needs and cultivates their many talents to and through college.

**Responsibilities**

*Academics*

* Supports the use of school and network designed curriculums that align to CR Network benchmarks.
* Responsible for creating and updating weekly at-risk reports.
* In conjunction with content area faculty, develops reengagement lessons for academic support.
* Assists with providing individualized, small group, and differentiated instruction.
* Coordinates credit recovery projects and assignments.
* Assists with the placement of students in summer school, and helps develop the summer school curriculum.
* Assists faculty in creating coherent curriculum maps and unit plans.
* Coordinates daily academic support sessions.
* Coordinates volunteers and teachers for daily academic support sessions.
* Participates in Cristo Rey’s Summer Success Institute for Freshmen.
* Co-leads initiatives to ensure culturally responsive best practices are utilized in the classroom.

*School Culture*

* Promotes CR’s college-prep academic culture, and believes that every student can get to and through college.

*Professionalism*

* Leads by modeling the school’s core values and serving as an exemplar spiritual leader of the mission: treating all stakeholders with empathy and love, modeling excellence, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
* Approaches professional practice through a developmental lens, and enthusiastically participates in professional development; seeks and applies feedback from leadership and colleagues in the interest of growth; demonstrates drive and independence in accessing resources to further own development.
* Contributes fully, intentionally, and constructively to the team—administration, CWSP staff, faculty and school staff—in a range of contexts; collaborates with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
* Additional responsibilities as deemed necessary by the principal to advance the Cristo Rey Miami mission.

**Qualifications**

Successful applicants will embody the commitment to the mission of Cristo Rey Miami, be a contributor to the character of our founding team and the development of CRM. The school will seek to hire and retain individuals who are skilled in their field, involved participants in the community, active in their faith, and dedicated to the success of all students. In addition, they will meet or exceed the following requirements:

* Bachelor’s degree in an academic content area related to position (Master’s degree preferred)
* Valid and current professional educator license or certification
* At least five years of relevant teaching experience
* Record of strong student achievement as a high school and/or middle school teacher
* Ability and desire to effectively communicate and build relationships with families and students
* Skilled in interpreting academic data and creating instructional improvement plans
* Demonstrated commitment to Catholic education
* Demonstrated ability to connect with low-income, urban students and families
* Proven commitment to diversity and equity
* Fluency in Spanish and/or Creole preferred

**How to Apply**

All interested and qualified applicants should submit the following documents by January 17, 2020. A complete application will include:

* Resume
* One-page cover letter
* Educational philosophy statement
* Professional references with respective contact information
* Portfolio of any relevant professional achievements
* One page summary of an ideal academic support program
* College and grad school transcripts preferred
* Please email your completed application as an attached PDF to [careers@cristoreymiami.org](mailto:careers@cristoreymiami.org)

**Anticipated Start Date:** June 15, 2020

(Founding faculty and staff will be required to participate in professional development days prior to start date)

**Salary and Compensation:** Cristo Rey Miami has a salary scale that is based on education and experience. Full time employees will be eligible for the following benefits: medical, dental, retirement, and other supplementary insurance.

**Disclaimer.**Cristo Rey Jesuit High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.