



## **CHRIST THE KING JESUIT COLLEGE PREP CORPORATE WORK STUDY PROGRAM STAFF JOB DESCRIPTION**

**Position:** Microsoft Excel Instructor  
**Status:** Full-time; Temporary  
**Department:** Corporate Work-Study  
**Reports to:** CWSP Director of Operations  
**Start Date:** Immediate

### **OVERVIEW**

Christ the King Jesuit College Prep, a Catholic school on Chicago's West Side and a member of the Cristo Rey Network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God.

All students of Christ the King Jesuit College Prep are required to complete a college preparatory curriculum and participate in the Corporate Work-Study Program (CWSP), where they spend five days per month engaged in a corporate work assignment. CWSP conducts the necessary training and prepares students for their placements. CWSP is a unique element of the Cristo Rey educational model.

As a member of the CWSP team, the Excel Instructor will lead the Microsoft Excel Training initiative for each student grade level and will teach and prepare students to sit for the Microsoft Excel Certification. Student instruction will be remote. The Instructor will interact with various program stakeholders, including students, parents, faculty and CWSP staff.

The Excel Instructor will also join in promoting the overall development of the student, according to the educational principles and the mission of the school. Applicants seeking consideration to join our team are encouraged to visit our website at [www.ckjesuit.org](http://www.ckjesuit.org) to learn more about our community prior to submitting a formal application.

### **KEY RESPONSIBILITIES**

- Lead the Microsoft Excel Certification initiative for the CWSP
  - Prepare CWSP students for the Microsoft Excel Certification Exam to be completed by June 15, 2020
  - Review and teach Microsoft Excel curriculum for each grade level 9-12 of CWSP students
  - Utilize and adapt Cristo Rey Network approved curriculum, as offered by Applied Educational Systems
  - Work collaboratively with CWSP colleagues to ensure successful certification outcomes
  - Establish office hours for student questions and learning follow-up
- Participate in staff meetings, curriculum development, intervention planning and implementation, school professional development and faith formation meetings.
- Understand, teach, and follow school-wide routines and procedures.
- Teach and act consistently in accordance with the stated mission, objectives, and policies of the School and CWSP as articulated in the Employee Handbook and the Faculty Policies & Procedures.
- Actively implement the Code of Conduct and disciplinary procedures as outlined in the Student Handbook and consistent with principles of Restorative Justice.
- Model the "Graduate at Graduation" statement as consistent with Jesuit, Catholic education, and strive to support students in valuing and attaining those qualities.

**QUALIFICATIONS & SKILLS :** Bachelor's Degree with a background in Technology, demonstrated Proficiency in Excel, (Excel Certification preferred); 2+ years' teaching experience and experience in working with high school youth; strong organizational, record keeping and classroom management skills. Experience in teaching remotely preferred.

**Qualified candidates should submit a resume, cover letter, 3 professional references, and salary history to [cwsp\\_staffing@ckjesuit.org](mailto:cwsp_staffing@ckjesuit.org). Incomplete applications will not be considered.**