



Assistant Director of the CLARC Job Description

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students, toward our goal of preparing "men and women for others."

Jesuit High School seeks an Assistant Director of the CLARC (Clark Library and Academic Resource Center) to enthusiastically assist in leading a team of teachers, specialists, staff and student tutors/aides in creating a student-centered space where all learners can find the information, tools and support they need to thrive. This job demands constant motion, innovation and flexibility, and requires a team member who leads by example and is actively involved in all aspects of the CLARC. Specific areas of expertise needed on the team at this time include practical academic research skills, scalable writing support expertise, and the ability to teach critical evaluation of sources, along with management of a busy academic resource center in an Ignatian mission-driven environment. The Assistant Director of the CLARC team must be team-oriented, visionary, high-energy, relational, and committed to educating students from diverse backgrounds in a co-ed, Catholic community.

MAJOR RESPONSIBILITIES:

- In cooperation with the Director of the CLARC, manage daily operations in a busy, complex learning environment (including drop-ins, class visits, materials/technology circulation, seminar classes, printing, tutors, assigned students, supplies, testing center, and special initiatives) striving to balance "students-first" principles, a positive attitude and an orderly environment.
- Train as daily operations manager of the space, monitoring the flow of staff and resources all day include assisting in maintaining the library collection.
- Point of contact for Teacher Library Research Guides
- Manage the space during the critical after-school hours 2:45 pm - 4:00 pm, when tutoring needs are at their peak. Match students with tutors and actively patrol for support needs.
- Support student research, and assess and manage online databases.
- Update and train CLARC staff on supporting student research.
- In collaboration with the Director of the CLARC, design and ultimately manage the research/writing support program within the CLARC.
- Available for consultation and coaching with faculty on college-preparatory research and writing.
- As part of the CLARC team actively supervise during flex, break, lunch and after-school daily.
- Take the lead working with the administration and faculty to develop lessons or online modules to educate students on critical evaluation of online sources.

QUALIFICATIONS:

- Bachelor's degree and a combination of additional education/experience specifically related to research, academic support focused on teaching writing and project based learning.
- Valid Oregon teaching certification or ability to obtain an Oregon teaching certification.
- Ability to perform and teach college-preparatory academic writing and research.
- Excellent writing skills and the ability to teach writing in a 1:1 or small group setting.
- Experience with and passion for educational technology and willingness to stay up to date.
- Experience with or aptitude to learn online subscription databases, or similar tools.
- Comfort with productivity software such as Microsoft Office and Google Suite.
- Comfort with Apple iPads, iOS and iPad educational apps.
- Excellent teamwork, interpersonal, verbal, and written communication skills.
- Ability to relate to learners of all kinds, at all levels, and encourage them to seek help in a warm and friendly way. Sensitive to diversity of all kinds.
- Satisfactory clearance of a background check and eligibility to legally work in the United States (sponsorship of a work visa or work visa extension not available).

GENERAL INFORMATION

- Salary Range: For the current academic year, the JHS Faculty Salary Schedule ranges from \$44,384 - \$94,253 per year based on years of teaching experience and level of education. This position may also include an additional summer contract.
- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends as needed.
- Benefits package includes medical, dental, vision, and retirement options.
- This position will begin work on/about August 17, 2023, to prepare for the school year and is to be completed in accordance with the published school calendar as instructed by the school's administration.
- New faculty/Staff may be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences during the summer of 2023.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.