

Staff Position



Job Title: Dean of Academic Support
Start Date: July 2023
Reports to: Principal

ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

- CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis*.
- CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
- CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students' families and the outside community.
- CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

POSITION SUMMARY

The **Dean of Academic Support** is a 12-month position that focuses on the learning needs of students at CRNYHS under the direction of the school Principal. The Dean identifies obstacles that hinder student learning and provides support leading to success.

Primary Duties and Responsibilities

- Direct Student Needs Assessment Team (SNAT) and Academic Support Program (ASP).
 - Coordinate with the School Psychologist to secure Title I services.
 - Perform student observations in classes.
 - Coordinate participation of outside volunteers in academic support.
- Collaborate with classroom teachers to identify and implement strategies to improve student learning.
- Supervise student placement and the preparation of individual student schedules in coordination with the Assistant Principal and Registrar.
- Direct the administration of standardized testing.
- Compile and analyze student performance data after each trimester and standardized test.
- Develop and supervise summer school offerings for CRNYHS students.
- Work cooperatively with Principal, Assistant Principal, and other academic support staff to design faculty professional development that fosters student success.
- Serve as a member of the Academic Council.
- Work cooperatively with the Principal and Assistant Principal to plan school academic events.
- Carry out other tasks as assigned by the Principal.

POSITION QUALIFICATIONS

- Master's degree preferred; Bachelor's degree required
- Significant full-time high school teaching experience, during which the candidate has:
 - Demonstrated teaching excellence with and for a high-need, low socio-economic status student population.
 - Demonstrated leadership outside the classroom, including but not limited to participation in a formal program of academic support and familiarity with the process of advocating for students to receive city and state funded special education services.

- Experience with technology currently used in the field of education, specifically with Power School.
- Proficiency in Spanish is preferred.
- Demonstrated knowledge, experience and skill as a Reading/Learning Specialist or a master's degree with a special education focus is beneficial.
- Understands and embraces the Cristo Rey model and mission.
- COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

HOW TO APPLY

Please send a cover letter, resume, and list of 3 professional references by email to, Ms. Rosanjela Batista at employment@crstoreyny.org.

Applications will be considered until the position is filled.

ADDITIONAL INFORMATION

Salary Range: \$66,000 – \$80,000

CRNYHS determines compensation based on several factors including years of experience, certification, and degree.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage and a retirement plan with a matching contribution.

For more information about Cristo Rey New York High School, visit www.cristoreyny.org

This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.