



**Cristo Rey San Jose Jesuit High School
Interim - Dean of Students**

The position of Interim - Dean of Students is now open for the 2021-2022 school year.

Mission Statement

Cristo Rey is a Jesuit, Catholic high school that empowers students from underserved communities in San José to be men and women for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

Vision for Students

We are men and women for others who work, learn, lead, and succeed.

Vision for Interim - Dean of Students

Cristo Rey San Jose Jesuit High School staff will consistently work as a team to help all students reach the vision for Cristo Rey Graduates by:

- Personally modeling and simultaneously empowering students to live out Ignatian values of faith, service, and commitment to social justice.
- Instilling in students the growth mindset of the harder you work, the more your intelligence grows
- Promoting and assessing student ownership of learning by developing students' self-discipline, study skills, persistence, and delayed gratification
- Fostering a school wide culture of respect, honesty, and integrity
- Developing meaningful opportunities for student leadership and growth of self confidence
- Reinforcing professionalism
- Modeling and teaching healthy lifestyles

Role Essential Duties

Primary Focus

- Develop relationships with and meet the individual needs of each student consistent with the school's belief in *cura personalis*, or "care for the whole individual."
- Communicate regularly with parents/families to share information and develop a supportive home-school relationship. Create a culture of engagement, trust, and support.
- Establish and maintain strong relationships with students, faculty, and parents/families to facilitate your work.
- Create and lead the implementation of the school's discipline system and other structures necessary to promote student achievement and character development both inside and outside the classroom.
- Work in tandem with the Counseling department to provide academic interventions to support struggling learners. Serve as the main point of entry for referrals to personal counseling, academic counseling, and social work as students are referred for disciplinary reasons.
- Maintain policies, procedures, and individual records on student discipline and attendance.
- Collaborates with Principal to create comprehensive safety plan for safe return to school amidst the pandemic
 - Creates supervision schedule for teachers and staff
 - Manages the mandatory school wide trainings for safety drills in collaboration with local authorities
 - Shares opening and closing responsibilities with school leaders



- Oversees school emergency response and serves on the security call list 24/7.

Leadership and Collaboration

- Provide feedback to faculty and staff on their instructional practice as it relates to supporting students behavior.
- Participate in the student engagement and support committee (comprised of counselors, Principal, Corporate Work Study representative, and other representatives) to identify and support students who are struggling behaviorally, academically, and/or emotionally.
- Understand and appreciate the developmental and educational benefits of the school's corporate work study program. Coordinate with the work-study team to comprehensively address student needs in the classroom and at the worksite.
- Share administrator duties with the Academic Leadership Team supervising major school activities including but not limited to parent nights and dances.
- Serve as an advisor to a small group of students; help students to navigate their developmental journey during their time at Cristo Rey.
- Communicate with Principal regarding issues impacting student retention
- Serve as a moderator of student clubs and activities or a coach of athletic teams as needed. Serve as a chaperone of field trips, retreats, and other activities.

Organization-wide Learning & Development

- Understand your own practice as developmental. Tap into available resources from colleagues and external sources to continually reflect on and improve your practice.
- Participate in the school's professional learning community, collaborating with colleagues to analyze student development and teaching practice. Help to create a reflective learning organization for both students and adults. Serve as a catalyst for improvement in your own work and school-wide.

Qualifications

- Five years of teaching, educational, and/or administrative experience, preference with low-income student population
- Bachelor's degree
- Preference for familiarity with Jesuit education and Ignatian spirituality.
- Understanding of cultural competency and the context of our school community.
- Demonstrated skill in organization and collaboration.
- Ability to relate to a variety of people and needs.
- Strong communication skills.
- Spanish-speaking preferred.

Physical Requirements

- Stand or sit for long periods of time.
- Speak clearly so listeners can understand.
- Understand the speech of another person.
- Hear sounds and recognize the difference between them.
- See details of objects that are less than a few feet away.
- See details of objects that are more than a few feet away.
- Use one or two hands to grasp, move, or assemble objects.

General Information

- Reports to the Principal



- Full-time hours, exempt, 11 month position.
- Work hours may vary (including evenings and weekends)

Salary

Range between \$58,375 and \$111,984 on a salary schedule based on education and years of experience. Contract is 11 months.

To Apply

Send resumé, cover letter, application questions, and two letters of reference to jocelyn.verdusco@cristireysj.org. Position open until filled.

Application questions:

1. How will you model the Mission and Vision of Cristo Rey San Jose Jesuit High School?
2. How do you motivate students who are struggling behaviorally to improve?
3. What systems and structures would you want to put in place as Dean of Students to ensure that discipline is both student centered and consistent for students?

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey San Jose is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.