

**Job Title: Founding CWSP (Business Leadership) Instructor****Department: Corporate Work Study Program (CWSP)****Classification: Exempt****Reports to: Director of CWSP Student Training & Development****Schedule: Year-round**

Cristo Rey Jesuit High School, a Jesuit, college-preparatory, co-educational school for grades 9-12 seeks a founding CWSP (Business Leadership) Instructor to develop and deliver content to help strengthen students' professional skills. **A critical function of the CWSP Instructor is to strengthen student workforce readiness, with the purpose to better prepare our students for success in the Corporate Work Study Program (CWSP) and in the 21st century knowledge-based workforce.** As a founding member of the CWSP Instructional team, this position will largely be responsible for developing and delivering curriculum for our Freshmen First Year Business Institute course, as well as additional career readiness classes for 10th-12th graders as assigned.

The Freshmen First Year Business Institute focuses on the development of the professional, technical and communication skills that are essential to the needs of our job partners and the professional development of our students. The institute is year-long, covering semester-long classes in "Strategic Business Communications," "Leadership and Interpersonal Dynamics" and "Computer Applications I & II" (Microsoft Office Suite: Word, PowerPoint, Excel and Outlook).

The development of this pioneering position signifies a deep commitment organizationally to expand our student training programming. The CWSP Instructor will have a chance to build on established fundamentals while creating new content and programs. At its core, the CWSP is an entrepreneurial effort that demands constant refinement and innovation; the program is both a service business and an educational endeavor. The CWSP (Business Leadership) Instructor will help in continuing the success of this venture, preparing our students as they are introduced to the corporate work world.

As a member of the CWSP team, this position also supports the daily operational needs of the work program on an ad hoc basis. Longer-term, it may also include the management of a small set of job partner relationships.

**The ideal candidate will have teaching/curriculum development experience, an ability to engage and develop students, an entrepreneurial spirit, and a passion for career readiness.** He or she will be motivated by the Catholic/Christian/Jesuit mission of the school and its impact on the Chicagoland area.

**Primary Duties and Responsibilities***First Year Business Institute Curriculum (50%)*

- Review, observe and assess the SY20-21 (current) plans for First Year Business Institute, a year-long mandatory professional skills class for incoming freshmen.
- Support the strategic development and refinement of First Year Business Institute 2.0 to be launched in SY21-22, including helping to de-velop curriculum for one of the following classes: Strategic Business Communications, Leadership and Interpersonal Dynamics and Computer Applications I & 2.
- Teach First Year Business Institute to freshmen students, with responsibility for lesson planning, assessment and ensuring student mas-tery of learning objectives.
- Evaluate curriculum annually to determine the need to modify and elevate the program to meet corporate partner demands.
- Propose and execute a plan to summarize students' learning and skills acquired upon completion of course.
- Support the annual refinement and execution of Summer Business Bootcamp (2-week program for rising 9th graders to develop foun-dational professional skills for success at their first CWSP job)
  - Note: due to covid-19 and changes to our program model, we will not hold this event in summer 2021. Event will resume in summer 2022.

#### *Ongoing Professional Development of 10th-12th Graders (40%)*

- Develop lesson plans and support delivery of workforce skills curriculum to 10th-12th graders, including content on career exon, resume writing, LinkedIn profile development and interview skills.
- Support the annual evaluation of our 10-12th grade CWSP student programming and consider ways to optimize our workforce training classes and support students' career readiness development.
- Analyze student performance data to identify knowledge gaps and determine the necessary training to build students' job skills.
- Support the planning and execution of new summer programming (i.e. Business Accelerator) that provides an opportunity for students to continue their training and learn in-demand job skills (i.e. coding, IT, marketing analytics).

#### *Account Management (10%)*

- Serve as a primary contact for assigned portfolio of job sponsors—this includes making regular phone calls, e-mails, and office visits; updating databases; responding to evaluations.
- Serve as a point person for students and sponsors regarding make-up days and holiday workdays, overseeing the collection of forms and recording of data associated with these days.
- Identify and resolve issues with students and corporate sponsors in a timely manner by engaging staff and leveraging all resources available to the school and work program.

#### *Other Duties*

- Address and enforce all school policies with an emphasis on discipline, dress code, and attendance.
- Assist with the creation, coordination, and implementation of student recognition strategies.
- Organize and attend parent/teacher/administrator conferences as needed.
- Perform other CWSP duties as assigned.

#### **Qualifications:**

- Bachelor's degree from an accredited university/college, advanced degree preferred
- Understands and accepts that Cristo Rey is a Catholic Jesuit school primarily dedicated to the development of its student's spiritual foundation, leadership abilities, and success in college
- Commitment to the mission, values, and goals of Cristo Rey, and willingness to participate in adult faith formation
- At least 3-5 years of experience working in education or a related field; experience in the classroom or with curriculum formation strongly preferred
- Spanish language proficiency preferred
- Knowledge of Salesforce and Microsoft Office Suite, with particular emphasis on Excel
- Strong strategic aptitude, innovative mindset and thorough in managing tasks

**Start Date:** Immediate or July 2021

**To Apply:** Please submit a cover letter and resume to: [jobs@crstorey.net](mailto:jobs@crstorey.net) or visit [www.crstorey.net/careers](http://www.crstorey.net/careers)

#### **Cristo Rey Jesuit High School**

*Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at [www.crstorey.net](http://www.crstorey.net).*

#### **Jesuit Schools Network and Cristo Rey Network**

*Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 37 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.*