

CRISTO REY JESUIT HIGH SCHOOL – TWIN CITIES

POSITION DESCRIPTION  
[www.cristoreytc.org](http://www.cristoreytc.org/admin/href)

**Position**: Dean of Curriculum and Instruction

**Reports To**: Assistant Principal for Academics

**Location**: 2924 4th Ave S., Minneapolis, MN 55408

**FTE/Classification**: Full-time, Exempt, 12 months

***Primary Functions:*** Dean of Curriculum and Instruction supervises and ensures academic achievement through policy creation, curriculum development, staff/faculty professional development, and supervision of direct reports.

**School Description:** Cristo Rey Jesuit High School provides access to a Catholic, Jesuit, college and career preparatory education to unlock the potential of students of any culture, faith, or creed to transform our communities. We have an award-winning, state-of-the-art educational and recreational facility in the Phillips neighborhood of South Minneapolis where we educate approximately 450 students and provide post-secondary support services to 875 Cristo Rey graduates.

Through Cristo Rey’s unique model of academic success, our student community experiences high quality college and career preparatory curriculum focused on the development of habits for the mind and spirit. Our innovative Corporate Work Study Program offers the opportunity for each of our students to experience meaningful work at least 1 day a week at one of our 130+ corporate partners throughout the Twin Cities. We are committed to supporting students in high school, post-graduation, through college and beyond. Cristo Rey Jesuit High School is committed to creating and supporting an inclusive, diverse, and supportive work environment. We welcome people from all backgrounds, identities, and perspectives to contribute to a mission-driven learning community for students.

**Essential Duties and Responsibilities**



**Academic Instructional Coaching**

* Routinely conduct informal classroom observations and provide timely oral or written feedback to teachers
* Collaborate with the Principal to write summative teacher evaluations using the Danielson framework
* Collaborate with the Principal in conducting monthly coaching meetings with individual teachers focused on progress toward individual and school-wide goals, observation data, curriculum, and instruction
* Collaborate with teachers to meet expectations outlined in performance improvement plans (as applicable)
* Collaborate with the Instructional Leadership Team to lead professional development on whole school instructional goals
* Coordinate with Academic Leadership Team to deliver New Teacher Orientation August 7th – 11th
* Coordinate ongoing support for new teachers as needed
* Supervise and support the growth and development of Teacher Instructional Coaches and the Manager of the Melrose Technology Lab to execute their roles with excellence
* Teach one class section in appropriate subject area, as needed

**Curriculum Development and Department Team Support**

* Responsible for overseeing *implementation* of the instructional model, including curriculum usage, instructional framework, coaching and professional development model, evaluation practices
* Support schoolwide efforts in diversity, equity, and inclusion through curriculum revision and development
* Work with department leaders to develop and track progress toward annual goals with regard to vertical and horizontal curriculum alignment
* Collaborate with department leads to support with budget or purchasing needs
* Collaborate with members of the academic team and Instructional Leadership Team to research and implement best practices regarding standards-based grading and assessment
* Supports the growth and development of the Melrose Technology Lab Manager to integrate M-Lab into course curricula to maximize its impact with all students

**Data Management**

* Lead faculty professional development regarding standardized testing achievement
* Provide data to academic department teams and Academic Deans to analyze progress to goals
* Track school level data and standardized test reports and contribute to internal and external data reports
* Organize and provide requested academic data to the Cristo Rey Network

**Administrative**

* Support recruitment and hiring process for new faculty and academic staff
* Work with the Principal and Assistant to the Principal in scheduling, setting up gradebooks, course grades, and report cards
* Coordinate testing for PSAT for grades 9-11, Advancement Placement testing, and Cristo Rey Network End-of-Course Assessments
* Update the Academic Course Guide on an Annual Basis
* Coordinate documentation for Accreditation in collaboration with other departments. Next review from Cognia to occur in 2026-2027 school year.
* Attend Cristo Rey Network Conferences and other schools for best practices aligned to the schoolwide goals, as allowable by schedule and budget
* Partner with the Academic Team to plan, promote, and host school-wide events such as back to school nights, new student family orientation, and parent/teacher conferences
* *Other responsibilities and duties as assigned by the Principal*

**Preferred Qualifications:**

* Licensed in state of Minnesota or other state to teach
* Master's degree in Education, Administration or a related field
* Minimum of 3 years successful high school or middle school teaching experience, preferably in an urban setting
* Experience with a standards-based approach to grading and reporting
* Experience conducting informal and formal classroom observations, providing timely and constructive feedback to teachers
* Familiarity with the Danielson Framework for teacher coaching and evaluation
* Be a person of faith with a thorough understanding of, and commitment to, the educational mission of Cristo Rey Jesuit High School and the Cristo Rey Network
* Able to teach subject appropriate course(s) reflective of areas of expertise and teaching experience
* Be a competent team player and have the ability to collaborate with colleagues
* Candidates must complete Virtus training, sign a Code of Conduct and pass a background check
* Competence or a willingness to learn PowerSchool

Please complete our online application form to apply for this position: https://www.cristoreytc.org/apps/form/form.CRIRJHS.sWjMkcZ.qC