JOB TITLE: **Dean of Academic Support**
REPORTS TO: Principal

SUMMARY STATEMENT

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

PRIMARY RESPONSIBILITIES:

- Direct Student Needs Assessment Team (SNAT) and Academic Support Program (ASP)
    - Coordinate with the School Psychologist to secure SETS and Title I services
    - Perform student observations in classes
    - Oversee the operation of ASP and Study Hall
    - Determine ASP assignments and communicate them to faculty, students, and parents/guardians
    - Track mandatory study hall referrals and communicate with parent/guardians
    - Coordinate participation of outside volunteers in academic support
- Collaborate with classroom teachers to identify and implement strategies to improve student learning
- Course Placement and Scheduling: Supervise student placement and the preparation of individual student schedules in coordination with the Assistant Principal and Registrar
- Direct the administration of standardized testing
- Data Analysis: Compile and analyze student performance data after each trimester and standardized test
- Summer School: Develop and supervise summer school offerings and track completion of summer school obligations for CRNYHS students, in coordination with CWSP staff
- 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, including award assemblies, parent-teacher conferences, and grade level parent meetings
- 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
- 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

APPLICATIONS will be considered until the position is filled. Interested candidates should send a cover letter, resume, and list of 3 professional references by email to:

Ms. Rose Batista, Principal
Cristo Rey New York High School
rbatista@cristoreyny.org

For more information about Cristo Rey NY High School, visit www.cristoreyny.org
Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.