CRISTO REY
JESUIT HIGH SCHOOL
est. 1996 Celebrating 25 Years

Job Title: **Training Specialist**
Department: **Corporate Work Study Program (CWSP)**
Reports to: **Director of Training and Academic Integration**

As a Corporate Work Study Program (CWSP) instructional team member, you will develop and deliver college and career readiness training as part of our transformative educational model. With a focus on pre-work placement training, you will help our young people to develop the necessary skills to be successful at their job placements and as future leaders. Current classes include Microsoft Suite training; Leadership & Career Development; and Problem Solving in the Workplace; all while practicing the soft skills necessary for success in a professional setting.

Primary Duties and Responsibilities:
The Training Specialist is an instructional leader that supports students' workforce readiness, with the purpose to better prepare them for success in our Corporate Work Study Program (CWSP) and in the 21st century knowledge-based workforce. This person will develop and deliver curriculum, with a lens towards constantly improving our students' leadership and professional success.

To be successful in this role, you will bring instructional expertise, be that from an educational setting or relevant community-based organization; or from continued adult formation or professional development training.

Training

- Design effective student learning experiences. Our curriculum focuses on the mastery of the following competencies within a business context: collaboration, critical thinking, communications, computer literacy (Microsoft Office Suite), and professionalism.
- Develop effective training programs and materials.
- Teach daily lessons to students across grade levels.
- Support and collaborate with the Student Training and Development Lead on weekly lesson plans, instructional materials, syllabi, etc. for assigned classes.
- Evaluate curriculum annually to determine the need to modify and elevate the program to meet corporate partner needs.
- Support the planning and execution of summer programming that provides an opportunity for students to continue their training and learn in-demand job skills.
- Support the planning and execution of the First Year Business Institute as it evolves to fit the needs of the coming schoolyear.

Grading and Assessment

- Responsible for grading weekly assignments and entering grades into the gradebook.
- Analyze student performance data to prioritize revisions to improve content effectiveness and drive student outcomes.
- Maintain close contact with parents, as necessary, for struggling students.
- Communicate with student advisors and counselors, as necessary, for struggling students
- Propose and execute a plan to summarize students' learning and skills acquired upon completion of each semester.

Cross-Departmental Responsibilities

- Attend assigned monthly Grade Level Team Meetings along with Teaching Faculty to participate in Response to Intervention Tier 1 strategies across grade levels.
- Support the reemployment program for students let go from their CWSP positions.
- Work with teachers on evolving Executive Functioning training program
- Align priorities with college counseling and alumni relations, working together as applicable
- Serve as an advisor to an asesoria, or homeroom, of about 15 students.

Qualifications:

- Bachelor's degree from an accredited university/college, advanced degree preferred

- Prior teaching experience or relevant professional development training
- Ability to review educational content from a student perspective, surface areas for improvement, and prioritize revisions
- Knowledge of Microsoft Office Suite, with particular emphasis on Excel
- Strong strategic aptitude, innovative mindset and thorough in managing tasks
- Commitment to the mission, values, and goals of Cristo Rey, and willingness to participate in adult faith formation.

Start Date: Immediately
To Apply: Please submit a cover letter and resume to: jobs@cristorey.net or visit www.cristorey.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.cristorey.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.