

## Join our Founding Team!

### Position: Founding Assistant Principal

#### About Cristo Rey.

Cristo Rey Orange County High School is the 39<sup>th</sup> school in a growing national network of Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional work experience, and spiritual formation. For the 2023-24 school year, Cristo Rey Orange County will welcome its founding class of approximately 120 freshmen boys and girls of limited financial means. Cristo Rey's innovative model calls for our students to attend class four days per week and work in a professional setting five days per month through our Corporate Work Study Program (CWSP). While some of our students will enter high school below grade-level academically, it is the collective mission of our staff to ensure that our students gain admission to—and ultimately graduate from—college. In pursuit of that goal, Cristo Rey has a longer school day and an extended academic year, and our faculty innovate, plan, reflect, and practice so that they maximize their impact in the classroom.

#### Job Description.

As part of Cristo Rey Orange County's founding school leadership team, you will blend ambitious vision with detailed systems thinking to nurture a robust academic culture that cultivates growth, resilience, and achievement by challenging students and ensuring they receive coordinated, data-informed support. Your leadership will enable breakthrough student achievement by nurturing collective efficacy among the teaching staff and by focusing on innovation, hard work, and results. Your interpersonal intelligence, courage, and drive to find solutions will make you an integral member of our high-functioning, vibrant team—one that is grounded in a deep commitment to the school's mission. Ultimately, by giving generously of yourself, your gifts, and your time, you will help grow a school that serves its students' diverse needs and cultivates their many talents.

#### Responsibilities:

##### *School Leadership:*

- Work closely with the principal and faculty to develop Cristo Rey's college-prep academic culture.
- Ensure robust and effective data-driven student support through systematic, ongoing oversight of student performance data and strategic coordination of the Student Support Team, Academic Assistance Program, school counselors, and other staff to identify and provide appropriate resources.
- Maximize, improve and expand academic support practices at the school, including after-school support program (ASP), revise them as appropriate, and ensure staff implement them effectively.
- Co-design and oversee events that proactively nurture a positive academic culture, including those that recognize students' accomplishments, nurture student growth, and forge strong community identity.
- Work collaboratively with the principal, and counseling staff to ensure effective support and accountability for students struggling with attendance and/or behavioral concerns.

- Work collaboratively with the principal to orient new staff, determine the faculty's professional development needs, and help design and lead high-impact professional development to ensure teacher growth.
- Provide high-impact instructional coaching to a portfolio of teachers, including weekly observations and feedback and annual formal evaluations.
- Work collaboratively and effectively with parents and families in support of students struggling to meet expectations.
- Coordinate and help execute effective, responsive parent-engagement events to strengthen connections between parents and the school.
- Oversee the coordination and administration of benchmark assessments, MAP testing and college-access testing (SAT, etc.); guide the school, academic departments, and the school in effectively analyzing and responding to student performance data.
- Maintain a consistent and visible presence throughout the building during the school day and at school-based events beyond the school day.
- Coordinate substitute teachers when needed
- Assume additional responsibilities as deemed necessary by the principal to advance the Cristo Rey mission.
- Act as the school Principal in the event they are unavailable.

*Professional Presence:*

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy and love, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, CWSP staff, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team's goals and the results we achieve as the collective responsibility of the entire Cristo Rey team; collaborate with colleagues to maximize the team's impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate the team's accomplishments.

**Qualifications:**

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and zest that are central to the character of our founding team. In addition, they will meet or exceed the following requirements:

- Bachelor's degree plus demonstrable progress towards a master's degree in school leadership;
- Record of strong student achievement as a middle school and/or high school teacher;
- Success leading adults and shaping a high-performing culture of teaching and learning;
- Demonstrated success as an instructional leader;
- Proficiency using technology to communicate and to track and analyze data;
- Fluency in Spanish and English preferred.

Apply. To apply, submit all of the following in pdf format (preferably one document, if possible) to [careers@crstoreyoc.org](mailto:careers@crstoreyoc.org), and include the position in the subject line.

- Resume
- Cover letter that articulates your interest in and readiness for the position
- Contact information for three professional references (email and phone number)
- Undergraduate and graduate (where appropriate) transcripts
- Responses (maximum 500 words per response) to each of the following three prompts:
  1. How would you describe your philosophy of education? How would you put it into practice at Cristo Rey Orange County?
  2. What past experiences in educational leadership have prepared you to serve as a founding assistant principal of Cristo Rey Orange County?
  3. Describe how you have used data to drive instructional outcomes.

Disclaimer. Cristo Rey Orange County High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.