



TITLE: Academic Literacy
Substitute
DEPARTMENT: Academics

REPORTS TO: Principal
FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS:
Full-Time, Temporary (ASAP
through mid/late November
2021)

Overview of School:

Cristo Rey Jesuit High School empowers Baltimore youth to succeed in college, career, and life. We provide access and opportunity for students of religious, racial, and ethnic diversity to excel through rigorous academics, a corporate internship program, extracurricular activities, and faith formation. We transform lives in the Catholic, Jesuit tradition of faith, justice and reconciliation.

Essential Functions:

- Substitute teach 5 sections of Academic Literacy starting ASAP through approximately November 2021
- Be present and available for service to the school from 7:30 AM until 4:30 PM a minimum of three days per week, and from 7:30 AM until 3:30 PM on the remaining days of the week.
- To chaperone two student events such as testing, dances, or admissions interviews
- To supervise one Saturday study hall.
- To participate in faculty meetings, department meetings, curriculum development, parent-teacher conferences, substitute coverage, and professional development.
- To follow gradebook guidelines, enter grades in a timely fashion, and submit end of quarter grades and comments on time.
- Serve as an advisor to one advisory group
- Communicate regularly with parents of students and advisees
- Teach and act in a professional fashion, in accordance with the stated mission, objectives, and policies of the school as articulated in the Employee Handbook
- Respect and help form the spiritual values of the students and support the Jesuit and Catholic identity of the school by exemplifying in his/her own actions the characteristics of Christian living, being a leader of prayer, and supporting the liturgical and spiritual life of the school
- Model the school's "Graduate at Graduation" statement and strive to support students in valuing and attaining these qualities
- Actively implement the Code of Conduct/Disciplinary Procedures as outlined in Student Handbook
- Contribute to a safe and clean environment by keeping classroom and work spaces clean and tidy, and by showing care for school property
- Complete other and additional duties as assigned by the Principal

Minimum Qualifications

- Bachelor's degree in related discipline required; Master's in Education or related discipline preferred
- Strong teaching background and experience working with urban population
- Personal commitment to Jesuit mission in education and work-study nature of the school

To apply: Email a cover letter and resume to hr@crstoreybalt.org. No phone calls, please.