**Dean of Academics**

## About Cristo Rey Jesuit High School

At Cristo Rey Jesuit High School (CRJ), we provide a career-focused, college preparatory education rooted in the Catholic tradition, welcoming students from economically limited backgrounds. Our approach integrates rigorous academics, a four-year work experience program, and comprehensive college support. Through collaboration with educators, businesses, and communities, we empower students of diverse faiths to achieve lifelong success. CRJ students consistently surpass their peers in postsecondary success.

**Who We Are:**

* **Mission-Driven:**We provide opportunities for everyone to develop in the faith traditions in which each roots one’s soul, and we encourage the integration of Jesuit spirituality and Catholic ideals into our service for the benefit of our young scholars.
* **Growth and Recognition:** CRJ has a partnership with Loyola University Maryland, providing a 100% tuition discount for employees enrolled in a graduate program pursuing an advanced degree. Teachers receive a $2,500 retention bonus every 5 years as appreciation for their continued commitment.
* **Corporate Internship Program:** Our Corporate Internship Program (CIP) offers students a unique, student-centered, real-world professional opportunity that plays a crucial role in their overall formation. CIP serves as a bridge, demystifying the professional world for our students.

## Position Summary

The Dean of Academicsprovides the instructional, operational, and administrative leadership necessary to ensure the success and sustainability of our academic program. S(he) is responsible for creating and maintaining a positive, engaging, and safe learning environment for our scholars. S(he) provides vision, leadership, and coordination of the instructional program. S(he) promotes the educational development of all faculty. The Dean of Academicsprovides leadership for academic interventions, coordinates testing, and helps facilitate a schoolwide tutoring program. The Academic Dean will act as a parent liaison by working collaboratively with the Parent Advisory Council.

## What You’ll Do

* Work with the leadership team to develop curricula and academic programs.
* Provide instructional support and leadership for content leaders.
* Lead the ILT (Instructional Leadership Team)
* Monitor and evaluate the effectiveness and implementation of academic initiatives and programs.
* Assist principal in developing school-wide/ organizational improvement plans and initiatives
* Facilitate/Coordinate MAP, ACT, SAT, and Accuplacer testing as well as monitor the data from the testing by reviewing and publicizing the disaggregated data.
* Monitor the master schedule in cooperation with the school identified scheduler.
* Ensure positive and ongoing parent involvement (Parent Advisory Council)
* Create academic interventions and monitor the interventions.
* Monitor teacher grade books.
* Collaborate with the principal to create a yearly PD plan.
* Assist the principal and academic coach in facilitating PD.
* Actively monitor scholar data (g.p.a, attendance, and testing data) to make informed decisions for the interest of the scholars within the school.
* Work with the college counseling team to ensure scholars are career and college ready.
* Ensure that the faculty and scholars within the school are dedicated to the mission of CRJ.
* Participate in self-development and training as needed.
* Maintain Scholar transcripts.
* Monitor scholar credits to ensure that all scholars are on track academically according to MSDE diploma requirements.
* Monitor report card distribution and Blackbaud reports.
* Other duties as assigned by the principal.

## Who You Are

* Master’s degree from an accredited college or university preferably in reading, math, or educational administration or equivalent experience (preferred)
* Five years classroom teaching, or educational administration experience (or a combination of both)
* Experience in designing and implementing workshops, and other types of professional development.
* Demonstrate a high level of pedagogical knowledge.
* Demonstrate excellent oral and written communication skills.
* Demonstrate excellent computer literacy skills and technology awareness.
* Demonstrate ability to work in a collaborative manner with all constituents of the school: teachers, administrative staff, board of trustees, students, parents, and other stakeholders.
* Fluency in Spanish desired.

## How to Apply

Please send your resume to hr@cristoreybalt.org and include the position title in the email subject line.