**Director of Academic Support**  
**Position Description**

**About the Cristo Rey Network®**

The Cristo Rey Network® is the only network of high schools in the country that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program. Comprised of 37 Catholic, college- and career-preparatory schools that today serve 12,012 students across 22 states and collectively claims 15,505 graduates, the Cristo Rey Network delivers a powerful and innovative approach to inner-city education that equips students from families of limited economic means with the knowledge, character, and skills to transform their lives. The impact is clear: Cristo Rey students are three times more likely to complete a bachelor’s degree by age 24, compared to the total U.S. low-income population.

**Position Summary**

The Director of Academic Support will be a member of the Network’s Leading and Learning Team and will focus his/her efforts on the development of systems of academic support for Network schools. This support will include professional development opportunities, customized planning with individual schools, and the identification of resources that will address the initial achievement gap that exists for most Cristo Rey students. Professional development will include training for Network educators that results in the adoption of academic interventions focused on improving students’ high school performance and their readiness for college success. This individual will work under the direction of the Chief Academic Officer and regularly engage with colleagues in the national office to positively influence Network schools. In addition to regular interactions with principals and teachers through system-wide professional development opportunities facilitated and/or organized by the national office, the Director of Academic Support will deliver resources to schools through site visits and video-conferencing. This position requires a deep understanding of adolescent cognitive, physical and social development within the context of evidence-based practices related to teaching and learning. The Director of Academic Support will provide guidance and resources that emphasize the development of students’ self-worth and their acquisition of Executive Function skills that complement the college preparatory experience and result in college readiness. Additionally, the Director of Academic Support must establish trust, rapport and a sense of urgency with school academic leaders and teachers to advance the systems thinking required to drive effective academic interventions. The goal of these efforts is positive impact on student retention, improved teacher success in meeting the needs of all learners, and an increase in student agency that results in increased academic achievement. The essential competencies for this position include a deep commitment to serving underserved youth and an understanding of the key challenges experienced by Cristo Rey students and alumni in a rigorous college-going culture.

**Key Responsibilities**

- **Instructional Leadership**
  - Develop and implement a best-in-class, job-embedded professional development program for Network leaders with an emphasis on impact and return on investment

*Transforming Urban America One Student at a Time®*
Support principals and school leaders in their roles as learning leaders through the analysis of existing student support systems and the use of programs, processes and resources to improve student achievement and agency.

Assist all school leaders in their improvement of student retention with special attention provided to those schools who receive Network Retention grants.

Promote the collaboration between school leaders at the national and local level to ensure the integration of Personalized Learning practices and essential Executive Functioning skills in schools’ academic and CWSP programs.

Facilitate collaboration among school leaders and schools to adopt effective practices and create the conditions that allow all learners to thrive (resources, time, space and culture).

Provide school principals with training and support that improves existing systems of support for all students who meet admissions criteria for their Cristo Rey school with specific attention on addressing the needs of ELL students and students with identified learning differences.

Assist school leaders in monitoring and evaluating the effectiveness of systems of support that improve classroom instruction and increase student achievement.

**Curriculum and Assessment**

- Support school leaders in ensuring school-wide curricular alignment to Network college-ready standards and a shared understanding of academic rigor.
- Guide the development and implementation of impactful summer bridge programs that provide academic support (with special focus on the development of literacy skills required for college readiness) for incoming and existing students.
- Guide Network schools in the development and support of academic interventions for ELL students.
- Guide the use of student achievement data to guide and inform systems of academic support.
- Support schools in setting and achieving expectations for student performance.

**Effective Instruction**

- Provide guidance to principals and teachers in their understanding of adolescent development and the use of academic interventions that are research and evidence-based.
- Support the use of school and student data to inform instruction and use of interventions to ensure high levels of student achievement.
- Promote the conditions for classroom climate and culture that are aligned to standards for Social Emotional Learning and culturally responsive pedagogy.
- Collaborate with school academic leaders and teachers to identify professional development priorities.
- Plan and facilitate professional development sessions including two annual meetings for school principals and the annual summer Leading and Learning Institute (May-July) for school academic leaders and teachers.

**Network Responsibilities**

- Use Network common tools for assessing individual school and organizational performance.
- Manage and utilize data systems to drive results across the organization.
- Collaborate with the Chief Technology Officer to ensure that the Cristo Rey educational program best uses technology to drive leadership collaboration and development.
- Participate in school Mission Effectiveness Reviews, as requested by the President.
Collaborate with the Director of Strategy and Accountability to advise schools on the effective use of data to improve student outcomes including retention; student academic performance; and college acceptance, persistence and completion.

Serve the staff and students at our schools consistent with the mission of the Cristo Rey Network. The Director of Academic Support is responsible for displaying and promoting best-in-class service.

Other duties as assigned by the CAO

**Qualifications and Skills**

- Bachelor’s and Master’s degrees required.
- Philosophical alignment with the Cristo Rey mission and a desire to transform the lives of urban, low-income youth across America
- Proven track record of delivering strong student academic outcomes
- A minimum of five years of classroom teaching and five years of experience successfully driving student achievement as a school leader, with experience working in urban communities
- Experience coaching, managing and conducting professional development for principals, school leaders and/or teachers
- Demonstrated success leading school improvement initiatives that provide academic support for students and accelerate student achievement
- Deep knowledge of school culture, curriculum and data-driven instruction, evidence-based instructional practices, school operations and management, and leadership development
- Knowledge of and experience with current research-based, equitable and culturally relevant instructional and curricular practices, programs and resources that provide differentiated support to students with a special focus on literacy across the curriculum and ELL
- Strong organizational skills and high attention to detail
- Excellent written and verbal communication skills
- Ability to thrive in a fast-paced, rapidly growing entrepreneurial organization where team collaboration, collegiality, a strong work ethic and a willingness to grow and learn are performance expectations
- Ability to travel to Cristo Rey Network schools and Cristo Rey Network meetings on a regular basis.

**Job Location**

This 12-month position is based in the Cristo Rey Network national office in downtown Chicago, IL

**How to Apply**

Please send cover letter and resume to Bobbi Hannigan at rhannigan@cristoreynetwork.org