



Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate prepared for college and life.

Position: Professional Development Coordinator
Reports to: Director of Corporate Work Study
Start Date: Immediately

Summary: The **Professional Development Coordinator** is a 12-month member of the Corporate Work Study Program (CWSP) Team. He/she is responsible for building and managing all student-related Professional Development/CWSP curriculum (in accordance with the CWSP Curriculum Benchmark Tools) and for overseeing the training/education of students on the skills necessary for workplace success. The curriculum will include ongoing training in Microsoft Office Suite and Google Suite, well as building appropriate behavioral expectations for student workers. The **Professional Development Coordinator** will maintain contact with CWSP Managers to ensure student-workers are meeting expectations.

Tasks (Including, but not limited to):

Young Professionals Training

- Continuously evaluate, revise, and implement workplace preparedness programming for incoming freshmen. This involves developing curriculum, lesson plans, activities, student assessments and interview processes for a two-week Young Professionals Training (YPT) program in late July/early August.
- Integrate Cristo Rey Network CWSP Curriculum and Benchmarks into YPT program.
- Assist CWSP team in the coordination of student placement to CWSP partners after YPT is completed
- Work with CWSP and Academic leadership to modify YPT curriculum on a yearly basis to align program with performance data, office and school goals.
- Work with CWSP Director and HR to onboard Contract Student Instructors and Student Ambassadors
- With CWSP Team, develop and coordinate re-orientation program for returning sophomores, juniors and seniors.

Business Literacy Classes

- Teach and coordinate support as needed for Business Literacy classes, scheduled once a week for each grade level. Teaching responsibilities include unit and lesson planning, daily formative assessment and regular summative assessment for grade-reporting purposes.
- Integrate Cristo Rey Network CWSP Curriculum and Benchmarks into Business Literacy class curriculum.
- Implement benchmarking on core competencies from YPT to graduation.
- Work with CWSP and Academic leadership to modify Business Literacy curriculum on a yearly basis to align program with performance data, office and school goals.



Remote or Unplaced Student Worker Development

- Manage and direct professional development initiatives as needed based on student worker status (remote vs. deployed) and job partner needs (unplaced student worker).
- Provide instruction, oversight, curriculum development and other support for student workers who are not placed with corporate partners.
- Lead team in developing workplace competency assessment, accountability strategies and grading procedures.

Re-Training Program

- Collaborate with, and support, the CWSP team on retraining program for students who exhibit unsatisfactory work performance and students awaiting corporate placement
- Collaborate on all documentation of student performance in retraining.

Ideal Experience/Qualifications:

- Bachelor's degree preferred.
- Experience working with high school students in an urban or Catholic school setting.
- For-profit business background in Customer Service or Human Resources a plus
- Experience with teaching, workplace training and job skills development.
- Ability to organize data, identify trends, create reports and propose solutions.
- Bilingual in Spanish/English, preferred.

Required skills/qualities:

- Microsoft Office Suites, with particular emphasis on Excel.
- Appreciation of Catholic education with an emphasis on urban education.
- Flexibility in work schedule to include some evening and weekend work.
- Ability to work independently and in cooperative team settings.
- Highly self-disciplined and detailed oriented.
- Ability to manage multiple tasks.
- Exceptional problem-solving skills.

If you are called to our mission and believe that you have what it takes to be part of our team, please submit the following documents to HR@cristoreybr.org:

- Resume, which includes all teaching/training and work experience, certification, and degrees held

- A cover letter that describes your strengths and educational philosophy, why you wish to be part of our team, as well as ways in which your previous life experiences have prepared you for this role

Cristo Rey Baton Rouge Franciscan High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.