

ICA Cristo Rey Academy

## Dean of Instruction & Curriculum

### Job Posting

#### **About ICA Cristo Rey Academy:**

ICA Cristo Rey Academy is a Dominican Catholic college preparatory that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience and the support of our spiritual community, we prepare students for a life of faith, purpose, and service.

#### **Position Summary:**

The Dean of Instruction & Curriculum reports to the Principal and collaborates with the Academic Leadership Team (ALT) to cultivate an inclusive, college-prep student culture.

#### **Responsibilities:**

##### *Development of Faculty*

- Develop teachers in instructional best practices, strong relationships, aligned classroom policies, and ICA Cristo Rey's academic vision through instructional coaching and large-group professional development training;
- Facilitate division level meetings and support the creation of efficacious, collaborative content teams and alignment of curriculum and instruction;
- Arrange and facilitate monthly meetings for ICA Cristo Rey faculty in their first year;
- Assist the Principal in the evaluation of teachers and the implementation of professional growth plans;
- Increase teacher capacity to use tiered interventions to improve student learning.

##### *Curriculum, Assessment, and Academic Programs and Support*

- Assist the Principal in identifying, reviewing, and approving curriculum;
- Work collaboratively with departments to ensure alignment among curricula, assessment, instruction, and college-ready benchmarks and assessments;
- Lead teachers in practices that ensure informed, fair and effective implementation of grading policies, including vertical and horizontal alignment around grades;
- Assist with collecting, analyzing, and responding to student performance data in pursuit of school-wide, grade-level, and course-specific goals;
- Assist the Guidance Director in organizing and supervising school-wide testing;
- Ensure effective and clear student and faculty class schedules, exam schedules, grade reports, course description handbook, and other registrar related resources as needed;

- Coordinate the construction of the annual school calendar.

#### *School Leadership*

- Serve as Acting Principal when the Principal is not in the building;
- Partner with the ALT team in all aspects of school operations and strategic planning;
- Actively support parent engagement in the school by participating in parent engagement events and generating parent communication as appropriate;
- Assist the Principal in the recruiting and hiring of faculty and staff;
- Lead the graduation committee in organizing, planning, and supervising annual commencement exercises;
- Maintain a visible, accessible presence throughout the school day;
- Supervise and attend after-school and weekend activities as assigned;
- Other duties as assigned by the Principal to advance the ICA Cristo Rey mission and vision.

### **Minimum Requirements:**

- Model ICA Cristo Rey's core values and professionalism: treat stakeholders with empathy, model excellence, prioritize effectively, follow through, communicate with integrity, serve others, and spread optimism and joy;
- Approach your professional practice with a desire to grow: enthusiastically participate in professional development; seek feedback; demonstrate drive by accessing resources to further your improvement;
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, CWSP staff, and faculty and school staff; collaborate with integrity, humility, and commitment to ensure the foundation of trust that will enable the school community 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 mission-commitment, intellectual curiosity, openness to growth, and optimism. In addition, they will meet or exceed the following requirements:

- Master's degree;
- Expertise in K-12 education with a record of strong student achievement as a middle school and/or high school teacher;
- Strong knowledge of the academic, socio-emotional, and life skills necessary for college readiness;
- Robust understanding of the importance of diversity, equity and inclusion at all levels of a

school's culture;

- Proven ability to lead adult teams and collaborate across departments to meet ambitious, measurable goals;
- Superior initiative, resourcefulness, and organizational capability;
- Proficiency using technology to communicate, track information, and engage stakeholders;
- Fluency speaking and writing in Spanish is strongly preferred.

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply.

Salary range: \$80,000-\$115,000

### **Apply:**

To apply, submit the following to [tsprouse@icacademy.org](mailto:tsprouse@icacademy.org)

- Resume
- Cover letter highlighting your interest in and readiness for this position

*Applications will be reviewed on a rolling basis until the position is filled.*