

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 Community Life Coordinator (CLC) reports to the Principal and is a chief collaborator, working with the entire community. The CLC fosters student connection, partners with families, engages the local community, and facilitates the service program.

RESPONSIBILITIES:

Student Life

- Collaborate with the Dean of Student Culture, Campus Ministry and others to ensure a climate of student engagement on campus;
- Facilitate student clubs;
- Participate in school life events like retreats, field trips, and rallies to build effective relationships with students and faculty;
- Support students with confidential medical appointments, financial hardship requests, and other concerns;

Family Engagement

- Maintain robust parent engagement through frequent written and phone communication in collaboration with the Program Lead Team;
- Coordinate meetings and events with the Family Guild;
- Assist Administration with Spanish translation as needed;

Service Program

- Partner with the Campus Minister to elevate the Dominican pillars (Community, Prayer, Study, and Service);
- Develop, in collaboration with the ICA community, a robust and embedded service program;
- Cultivate community resource partnerships;

Holistic Programming

- Organize summer camps (preplanning, not running the camp itself);
- Host the annual Resource Fair, bringing relevant support organizations to campus;
- Assume additional responsibilities assigned by the Principal to advance the ICA Cristo Rey mission.

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:

- Bachelor's degree or higher;
- Expertise in K-12 education, especially school culture, student life, and student support and accountability;
- 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;
- Relevant work experience supporting teens and/or young adults from diverse, underserved communities;
- 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

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: \$65,000-80,000

APPLICATION:

To apply, submit the following to 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.