

## **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 Student Learning Coordinator reports to the Dean of Curriculum & Instruction.

The Student Learning Coordinator is a hybrid role that bridges student support systems with teacher professional growth. This position provides targeted Tier 2 academic interventions for students, manages Individualized Education Programs (IEPs) and associated compliance, and serves as an instructional coach for a caseload of approximately 5–6 teachers. The Student Learning Coordinator is responsible for building capacity across the school by strengthening instructional practice, supporting equitable access to grade-level work, and ensuring high-quality learning outcomes for all students.

## **Responsibilities:**

### **Student Support Services**

- Lead and coordinate Tier 2 academic interventions designed to accelerate student learning based on data and teacher referral, communicating outcomes with teachers and families;
- Serve as a case manager for students with IEPs: schedule meetings, coordinate with families, teachers, and service providers, ensure timely assessments, and guarantee compliance with district and state special education guidelines;
- Maintain accurate records related to student supports, interventions, and compliance documentation.

### **Instructional Coaching & Teacher Support**

- Provide ongoing, non-evaluative instructional coaching to a dedicated caseload of 5–6 teachers via cycles of goal-setting, classroom observations, and progress monitoring;
- Co-design and facilitate professional learning tailored to teacher needs based on classroom data, the TRU framework, and school priorities;
- Act as a resource and advocate for equitable instructional practice, culturally responsive pedagogy, and Universal Design for Learning (UDL).

## **Collaboration & Professional Partnerships**

- Actively participates in Student Support Team (SST) meetings and intervention planning teams;
- Partner with counselors, teachers, administrators, and families to ensure cohesive student support;
- Support school leadership in developing and implementing school-wide systems for intervention, data-tracking, and instructional improvement.

## **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 in education, special education, curriculum & instruction, or related field preferred;
- Demonstrated experience providing academic intervention, supporting IEP implementation, and working with diverse learners;
- Strong knowledge of the academic, socio-emotional, and life skills necessary for college readiness;
- Knowledge of best practices in intervention frameworks (e.g., MTSS/RTI), UDL, and culturally responsive instruction;

- Relevant work experience supporting teens and/or young adults from diverse, underserved communities;
- Experience in instructional coaching, adult learning facilitation, or teacher professional development;
- Strong interpersonal, communication, and collaboration skills;
- Proficiency using technology to communicate, track information, and engage stakeholders;
- Fluency speaking and writing in Spanish is strongly preferred.

**Working Conditions:**

- School environment with frequent interactions with students, staff, and families;
- May require periodic attendance at evening or weekend meetings/trainings.

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: \$70,000-\$90,000

**Apply:**

[Click here](#) to apply and submit the following items:

- **Resume**
- **Cover letter** highlighting your interest in and readiness for this position
- **Introduction Video:** A brief (2-minute) video introducing yourself and explaining how your experience aligns with our work at ICA Cristo Rey. Self-recorded smartphone videos are encouraged!

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