

### Our Mission:

Cristo Rey Sacramento, rooted in the traditions of the Sisters of Mercy and the Society of Jesus (Jesuits), *transforms* lives by providing a Catholic, college preparatory education and professional work experience to high school students with limited financial resources.

### Why Cristo Rey?:

- **Investment In Teacher & Staff Development:** At Cristo Rey Sacramento, we believe that a long-term investment in our teachers and staff is critical to providing an effective and rigorous curriculum for our students. Professional development provides an array of best practices, while allowing for a healthy balance between teacher autonomy and peer collaboration.
- **Meaningful and Necessary Impact:** Cristo Rey offers a Catholic, college-preparatory education to students from underserved communities. Our Cristo Rey faculty & staff have a transformational impact on the lives of our students, who in turn have a transformational impact in their own families and our communities.
- **Leadership & Community Involvement Opportunities:** We strive to offer multiple opportunities for adult leadership and community involvement that include: athletic coaching, extracurricular mentoring and club moderating, instructional leadership team, Title I tutoring program, and credit recovery support. If there are programs that you are interested in building that do not currently exist, we encourage faculty and staff initiative to bring these ideas to life.
- **Integrated Work Study Program:** Cristo Rey provides a unique Work Study program, providing every student with 4 years of corporate work experience. Due to the nature of this Work Study program, only 3 grade levels are on campus at a time.

### We Want Applicants Who:



**Support the Cristo Rey Mission:** Desires to uphold the mission of Cristo Rey Sacramento by integrating academic instruction with Cristo Rey High School's Corporate Work Study program and Catholic faith, specifically the charisms of our religious sponsors (Sister of Mercy and Society of Jesus).



**Demonstrate Commitment to Academic Excellence:** Recognizes the importance of academic excellence as demonstrated through effective curriculum design and classroom instruction that includes (but is not limited to): backwards design, standards alignment, formative/summative assessment, effective classroom management, and integration of executive function skills.



**Strive for Professional Growth:** Commits to lifelong learning through participation in regular all-school professional and faith learning, in addition to seeking opportunities for outside professional development through our Title funded programming.



**Desire Peer Collaboration:** Seeks to be a member of a community that upholds that value of teamwork, collaboration, and collegiality. Ideal applicants are excited to support and grow with colleagues, welcome classroom observations and feedback, and recognize that there is something to learn from all community members.



**Adopt a Growth Mindset:** Applicants hold the belief that *all students can and will learn*. They fully embrace challenges, persist through obstacles, learn from criticism, and seek out inspiration in others' success.

### Job Summary:

The Dean of Students reports directly to the Principal. The Dean's main responsibility is to foster a culture of respect and integrity by creating a safe school environment. This involves enforcing the school's Discipline and Conduct Code and positive behavior. The Dean also assists with classroom observations and curriculum implementation.

### About the Position:

- ❖ Daily tracking of student discipline infractions and creation and supervision of daily & monthly detention
- ❖ Supervision of support staff in tracking daily student attendance records
- ❖ Mediation of conflict between teachers, students, and parents
- ❖ Communication with parents in matters of student discipline
- ❖ Convening of the Discipline Board as needed
- ❖ Collaboration with Athletic Director and Student Activities Director to insure supervision of athletic and co-curricular activities (ex: Homecoming and Prom)
- ❖ Creation of and responsibility for campus supervision schedule
- ❖ Collaboration with teachers to structure and supervise the Student Study Hall program
- ❖ Serving as liaison with K-9 Security and campus security guards
- ❖ Collaboration with Assistant Principal to manage the academic integrity process by facilitating communication between teachers, parents, counselors and students
- ❖ Collaboration with counseling staff in creating student discipline plans
- ❖ Creation of and responsibility for Student Discipline Contracts
- ❖ Creation and implementation of programs that promote positive behavior
- ❖ Co-chairing the Baccalaureate/Graduation Committee with the Assistant Principal

### Benefits:

- 100% employer paid health, dental, vision, life insurance and LTD to all of our full-time employees. Health, dental and vision benefits at 50% employer paid for dependent coverage.
- 401K benefits to all full-time employees with an employer contribution of 2% of the employees annual salary.

**Qualifications:** We are seeking applicants for this position that support the mission of Cristo Rey Sacramento, demonstrate commitment to academic excellence, strive for professional growth, desire peer collaboration, and adopt a growth mindset. In addition, applicants should possess:

- B.A./B.S. degree; a current California teaching credential or an M.A. degree in a related field are preferred.
- Good oral and written communication skills as well as proficient computer skills
  - Spanish fluency preferred
- Organized approach to maintaining records and reports consistent with school procedures
- Effective mediation skills
- Understanding of confidentiality of student records and information
- Previous experience working at the high school level

**Application Materials:** Email the following application materials to Jenna Polhemus, Principal (jpolhemus@crhss.org):

- **Statement of Student Behavior Philosophy**  
Please [watch the video clip linked here](#) and draft a response to the following prompt: *How would you describe your expectation of student behavior and in what ways does it align with the mission of Cristo Rey Sacramento?*
- **Current Resume**
- **Copies of Transcripts and Credentials**
- **List of 3 References**

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible. Only qualified candidates will receive a response.

**Non-Discrimination & Equal Employment Opportunity Policy:** Cristo Rey Sacramento is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.