

Faculty Position



Job Title: Academic Associate

Start Date: September 2023

ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

- CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis*.
- CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
- CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students' families and the outside community.
- CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

POSITION SUMMARY

Join a mission-driven, talented, and dedicated team which values its community of learners. The **Academic Associate** is a vital part of the school community. This position is responsible for supporting faculty and staff.

POSITION RESPONSIBILITIES

- Serve as permanent substitute for Faculty.
- Work with teachers to create lessons for days missed.
- Manage the school library checkout process.
- Keep track of book inventory.
- Ensure that the library remains organized, clean, and presentable.
- Proctor the Computer Lab, Study Hall, and Library.
- Teach up to 3 sections of Independent Reading
- Carry out other tasks as assigned by the principal.

POSITION QUALIFICATIONS

Qualified applicants will have some successful full-time classroom experience at the secondary level and have worked with a culturally diverse student population.

- Bachelor's degree is required.
- Prior experience working with high students.
- Fluency in Spanish is desired.
- COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

HOW TO APPLY

Please send a cover letter, resume, and list of 3 professional references by email to Ms. Rosanjela Batista at employment@crstoreyny.org.

Applications will be considered until the position is filled.

ADDITIONAL INFORMATION

Salary: \$48,000

CRNYHS determines compensation based on several factors including years of experience, certification, and degree.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage and a retirement plan with a matching contribution.

For more information about Cristo Rey New York High School, visit www.cristoreyny.org

This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.