Job Title: Director of School Culture
Department: Academics  Classification: Exempt
Reports to: Principal  Schedule: Year-round

The Director of School Culture is one of the formational leaders of the school and a member of the administrative team. She/He provides an environment where students embrace the culture, traditions, and Ignatian character of the school. Fostering this culture allows Cristo Rey Jesuit to educate young women and men to become leaders and “women and men for others” through rigorous college preparation in the Jesuit tradition.

The Director of School Culture at Cristo Rey Jesuit High School is responsible for community building, organizing, and implementing the expectations of conduct as they relate to the behavior, discipline, safety, and attendance of the students. Additionally, the Director of School Culture will lead initiatives to foster parent, student, and community engagement. Responsibilities include, but are not limited to, the following areas:

Primary Responsibilities:
• Implement and uphold the student code of conduct.
• Supervise and monitor those structures developed to serve as consequences for inappropriate behavior, such as daily detentions, Saturday detentions, suspensions, expulsions, and parent meetings and phone calls.
• Be present at the entrance of school as students enter the building in the morning and play an active role in the safety and security of the buildings and campus.
• Oversee the development and implementation of required emergency plans, including fire drills, tornado drills and lockdown drills.
• Be present at school-related functions such as school dances, talent show, prom, etc. and work alongside the Chicago Police Department to implement security and safety measures.
• Coordinate Beginning of Year and End of Year procedures such as locker assignment/clean-out, Student Handbook distribution, Students Identifications etc.
• Work with the Front Office to address issues of attendance and tardiness.
• Coordinate the school’s drug testing and appropriate follow up with results to parents and students.
• Oversee the operation, communication, meetings, and events organized for the Asamblea de Padres (ADP).
• Organize school events that promote a positive culture.

Method
• Use discretion in the consistent implementation of the expectations, always keeping the students’ and school’s well-being in mind.
• Carefully monitor excessive student absences and tardies, and address attendance concerns with parents.
• Maintain student discipline/conduct and follow through with correspondence, documentation, and record keeping relating to discipline.
• Data entry of detentions and running statistical discipline reports.
• Make necessary changes to the Student Handbook and policies on a yearly basis.
• Work with Head Asesores to monitor student behavior by grade level and address accordingly.

Formation
• Coordinate new student and faculty orientation relating to the norms of conduct and discipline as they relate to the culture of the school.
• Collaborate with the principal in creating and maintaining school-wide systems that impact school culture.
• Assist teachers and administrators in developing, implementing, and monitoring prescribed interventions for individual students.
• Work collaboratively with the Director of Counseling in addressing emotional issues which may be affecting student behavior.
Communication

• Communicate with students regarding pending discipline consequences.
• Report students’ discipline and attendance status to parents and asesores on a regular basis.
• Communicate with parents on a regular basis addressing behavior concerns, trends, as well as positive reinforcement and coordinate meetings as necessary
• Maintain communication with parents through monthly Expreso newsletters.

Qualifications:

• Strong interpersonal, communication, and organizational skills
• Familiarity with the goals, objectives, and mission of a Jesuit college preparatory school
• Ability to respond effectively to the needs of a diverse and demanding student and parent population
• Knowledge of colleges, their academic programs, discipline policies and procedures

Competencies:

• Fluency in both Spanish and English
• Bachelor’s Degree is required, Master’s Degree preferred
• Minimum of five years’ experience of relevant professional experience in related field

Start Date: July 1, 2022

To Apply: Please visit www.cristorey.net/careers to submit a cover letter and resume.

Cristo Rey Jesuit High School: Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at www.cristorey.net.

Jesuit Schools Network and Cristo Rey Network: Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 38 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.