



# CRISTO REY JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

**Position: Volunteer Service Corps Member (VSC) - 2023-2024 School Year**

**Reports To:** Registrar, Principal

**Employee Type:** Volunteer

**FLSA:** Not Applicable

**ABOUT CRISTO REY JESUIT COLLEGE PREPARATORY SCHOOL OF HOUSTON:** Cristo Rey Jesuit, a Catholic high school, combines personal responsibility, academic rigor, and a Corporate Work-Study Program to empower students of all faiths from economically disadvantaged families to reach their full potential. The school opened its doors with some 80 students in August 2009. Cristo Rey Jesuit is a unique school with proven results. All of the school's nearly 450 students participate in the Corporate Work-Study Program where four students share one entry-level position at corporations around the city. 100% of the students from each of Cristo Rey Jesuit's graduating classes has been accepted into college. Cristo Rey Jesuit is part of a larger network of 38 schools across the nation.

**Our Mission:** To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

**Our Vision:** Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

Read more about Cristo Rey Jesuit's teaching model and school community on our [website](#).

**Our Learning Community:** Cristo Rey Jesuit College Preparatory School of Houston is a 9-12 learning community that educates students of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate ready to succeed in college and in life.

**Who YOU are:** We are seeking dedicated, intellectually curious and mission driven individuals who is open to growth and want to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. Ideal candidates should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

### **Essential Duties and Responsibilities**

- Serve the needs of the school. This may include any of the following:
  - daily substitute teaching,
  - providing individual academic support to students,
  - supporting Campus Ministry Retreats,
  - administrative tasks,



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- long-term subbing should the need arise, (if meeting educational requirements)
- being flexible in supporting the day to day needs of the Academic and Administration Teams. This may include supporting the following offices: Assistant Principals, Instruction Team, Academic Operations, College Success, Front Office, Student Life, Library, Campus Ministry or Administration.
- Foster relationships with parents, faculty and staff and communicate to better facilitate open communication.
- Build appropriate rapport and trust with students; redirect student behavior as needed.
- Develop professionally by working with other faculty, staff and leaders to improve student learning, participating in professional development, and providing and receiving feedback from school leaders.
- Commit to the CRJ mission to inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.
- Be actively involved in the School's religious life and have a pastoral attitude toward the students entrusted to Cristo Rey Jesuit.
- Participate in the school community through supervision duties, retreats, and special events.

**Knowledge, abilities and Skills**

- Catholics and non-Catholics are welcome to apply.
- Ability to respect, promote, accommodate and not be in conflict with the mission, moral and social teachings, doctrines and laws of the Roman Catholic faith in the way one speaks, acts and instructs.
- Recent College Graduate, with coursework in education highly preferred.
- Experience working in marginalized communities preferred, but not required.
- Experience working with high school students, but not required.
- Excellent communication skills, flexibility, and ability to work collaboratively.
- Proficiency in Spanish desired but not required.
- Ability to have flexibility in assessing needs and strategies and adapt appropriately.
- Must consistently demonstrate a positive, friendly, respectful and caring attitude with colleagues, the public, and all one serves in word and deed.
- Ability to work flexible hours, including evenings and weekends, to accommodate school-related events.



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### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

### **How to Apply**

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Please send your resume to [jobs@cristoreyjesuit.org](mailto:jobs@cristoreyjesuit.org) and include the position title in the email subject line.