

## Arrupe Corporate Work Study Program Instructor- Temporary/Seasonal



### Position Description

Arrupe Jesuit High School seeks a part-time Corporate Work Study Program (CWSP) instructor. Under supervision of the Training & Education Coordinator, the Instructor will facilitate CWSP training classes, 2-4 days a week (approximately 8 hours each day) for the following curriculum: Microsoft office, Career Exploration, Google- Applied digital skills, & Workplace skills to 9-11th grade students. The 4 days (Mon, Tues, Wed, and Fri) consist of a total of 6 class sessions; each session is between 50 min- 75 min in length. Classes will begin August 16, 2021.

### Qualifications

- Associates or bachelor's degree plus experience working with PC's in Windows environment, to include desk top, word processing, spreadsheets and Internet or any equivalent combination of education and experience.
- Computer literate in Microsoft Office and Google Classroom.
- Excellent presentation and communication skills.
- Strong knowledge and skills in using the Internet.
- Some knowledge of teaching principles and how to apply them in a classroom setting.
- Prior experience with training and supervision of youth preferred.

### School Context

Arrupe Jesuit High School is a co-educational, college preparatory, Catholic, Jesuit school serving economically disadvantaged, racially and culturally diverse youth in Denver. Arrupe Jesuit follows the rich tradition of Ignatian education and its fulfillment of the Graduate at Graduation. In addition, Arrupe Jesuit utilizes the Corporate Work Study model of the Cristo Rey Network whereby its students earn a majority of their tuition by working in a corporate setting five days each month during the school year.

### Instructor candidates will be able to...

#### *Curriculum*

- Implement career readiness curriculum
- Execute daily learning targets

#### *Instruction*

- Effectively instruct adolescent learners in an urban setting
- Use effective, research-based classroom practices
- Differentiate classroom instruction
- Communicate with students, and school leadership regarding student performance

**Salary:** Salary will depend on the number of days but will be fractional based off of a starting salary of \$41,000

**Contact:** Please send a resume and cover letter to [ccookinham@arrupemail.org](mailto:ccookinham@arrupemail.org)