



# ARRUPE JESUIT HIGH SCHOOL

## Assistant Athletic Director & Humanities Teacher

### School Year 2020-2021

#### Position Description

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's curriculum aligns with the Cristo Rey model whereby its students earn a majority of their tuition by working in a corporate setting five days each month during the school year.

This is a split position between Assistant Athletic Director and Humanities Teacher. The Assistant Athletic Director is responsible for much of the organization and tracking of a variety of final details for the teams of Arrupe Jesuit High School. The Humanities Teacher will foster student learning and growth in a dynamic, professional and vitalizing environment. The successful candidate will possess a high degree of organization and self-direction and will integrate workflows into existing school-wide processes where appropriate (student-data systems, calendars, and shared databases/GoogleDocs).

#### Qualifications

The qualified applicant will have an appropriate Bachelor's or Master's Degree, will have experience at the secondary level, will be state certified or eligible for certification, and will be comfortable working with a heterogeneous, culturally diverse student population. Experience with the values and methods of Jesuit education preferred.

#### Assistant Athletic Director Role

- **Confirmations** - Manage the monthly and weekly confirmation process with opponents, referees, game workers and facilities.
- **Transportation Scheduling** - Manage a complex transportation calendar in conjunction with our Corporate Work Study Program. Ensure vehicle and driver availability for all teams for a safe loading of vehicles.
- **Game Management** - Serve as Game Manager for up to 25% of home contests, including many Saturdays
- **Athlete Paperwork and Uniform Collection** - Collect and log athlete paperwork in Admin+ (CHSAA forms, etc). Track uniforms in & out of storage. Manage picture day for the teams.
- **Spirit Wear Ordering** - Serve as primary point for tracking bulk spirit wear ordering (non-team-stores).
- **Athletics Meetings & Hosting** - Assist the Athletic Director whenever Arrupe Jesuit is the host for athletics and activities meetings or postseason contests.
- **General Operations** – Assist the Athletic Director and broader Arrupe Jesuit community with other duties as assigned.

## **Humanities Teacher Role**

Candidates must be able to demonstrate ability in the following areas:

### *Assessment*

- Use of formative and summative student data to inform planning and instructional delivery
- Assessment design, both formal and informal, that best measures student learning
- Integration of technology as a means to assess student performance

### *Curriculum*

- Implementation of a standards-based and college preparatory curriculum
- Design of supplementary learning activities that build upon student knowledge and skill
- Incorporation of technology to supplement student learning materials and activities

### *Instruction*

- Instruction of adolescent learners in an urban setting
- Use of effective, research-based classroom practices
- Alignment of curriculum and instruction to meet student needs
- Communication with teachers, parents, students and school leadership regarding student performance
- Differentiation in the classroom including the use of technology to deliver instruction

**Time:** Full-time

**Salary:** Commensurate with experience

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