

EMPLOYMENT OPPORTUNITY

Arrupe Jesuit High School



Career Readiness Instructor

About Arrupe Jesuit:

Arrupe Jesuit High School is a Jesuit Catholic, co-educational, college preparatory school. Arrupe Jesuit serves economically disadvantaged students from throughout the metro Denver area. By enhancing the human, intellectual, social/emotional, and spiritual capacities of our students through a rigorous, innovative, and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

Position Detail:

Working within Arrupe Jesuit's Corporate Work Study Program (CWSP), the Career Readiness Instructor is responsible for the on-going formation of Arrupe's student workers. The Career Readiness Instructor works with members of CWSP, our Partner Companies and the greater Arrupe Jesuit community to ensure our students are successful in their work placements. Responsibilities include, but are not limited to, the following:

College & Career Readiness Classes

- Teach, coordinate support, and organize substitutes as needed for College & Career Readiness classes, scheduled once a week for each grade level. Teaching responsibilities include unit and lesson planning, daily formative assessment and regular summative assessment for grade-reporting purposes.
- Implement benchmarking on core competencies from Summer Training through to graduation.
- Primary responsibility for the Sophomore College & Career Readiness class, currently taught in person two days a week and 1 day remotely.
- Responsible for grading and giving feedback to students on their assignments and reflections.

Summer Training

- Continuously evaluate, revise, and implement workplace preparedness programming for incoming freshmen. This involves developing curriculum, lesson plans, activities, student assessments and interview processes for a two-week Summer Training program in late July/early August.
- Assist CWSP team in the coordination of student placement to CWSP partners after Summer Training is completed
- With CWSP Team, develop and coordinate re-orientation program for returning sophomores, juniors and seniors.

Re-Training Program

- In coordination with the Training and Curriculum Coordinator, build curriculum for and oversee retraining program for students who exhibit unsatisfactory work performance and students awaiting corporate placement
- Responsible for all documentation of student performance in retraining.
- Responsible for interaction with parents regarding progress and updates on students of concern, including those who have been fired and are in retraining.

CWSP Academic Representative

- Attend academic grade level meetings and report relevant information/ metric/ suggestions back to CWSP team.
- Act as CWSP liaison with academic administration and college counseling to identify goals, find common strategies and identify correlations in student performance and success.
- Represent CWSP in school activities, as needed.
- Coordinate with network counterparts for best practices and proven strategies.
- Support check-in and send daily time cards.
- Assist with tasks as directed by CWSP Director of Operations

Other Duties

- Responsible for one close per week
- Scanning and e-filing our CWSP Partner Contracts
- Create and maintain the CWSP specific Roadmap/Office Manual
- Serve as a backup for check-in / check-out process on an as-needed basis
- Assist other CWSP staff members as-needed with routine administrative tasks

**Preferred Skills and Specifications:**

- Bachelor's degree in education or a related degree.
- Driver's license required.
- Experience working with high school students
- Prior teaching experience
- Respect and support for Arrupe's Catholic identity and its mission
- Spanish fluency is a significant plus
- Competence in using MS Word, Excel and Access as well as the Google Suite
- Ability to work as a team player in a dynamic work environment
- Management or customer service experience is a plus
- A high energy level, self-initiative, confidence, sense of humor, and flexibility
- Ability to write and speak effectively and professionally
- Ability to manage competing priorities and deadlines with grace