

Christ the King Jesuit College Prep

Position: Director of Christian Service

Reports to: Director of Mission and Identity

Start Date: Fall 2024

Qualifications: Bachelor's degree in education, theology, or a related field with equivalent experience.

School Description:

Christ the King Jesuit College Prep, a Catholic school on Chicago's Westside and a member of the Cristo Rey network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God. We serve students in grades 9-12, through an innovative corporate internship program which allows students from families of limited financial means to earn most of their tuition costs through jobs in professional settings. Christ the King prepares each student for college through our rigorous college prep curriculum and Corporate Work Study Program. We are proud that each year, every Christ the King graduate is accepted to college. The Class of 2024 marks our thirteenth consecutive class of 100% acceptance!

Summary: This is an 11-month position. In conversation with the Director of Mission and Identity, four weeks of vacation may be scheduled during summer months as long as it does not interfere with Christian Service and/or teaching responsibilities. Applicants seeking consideration to join our team are encouraged to visit our website at www.ckjesuit.org to learn more about our community prior to submitting a formal application.

Part I: Director of Service & Justice [roughly 60%]:

Primary responsibility: The Director seeks to fulfill CTK's mission to challenge and inspire its students "to lead lives of integrity, faith, and servant leadership." In addition, the Director fosters a "culture of Christian service" among all students and staff. Specifically, the Director shall:

1. Promote the values of Christian service and justice within the student body, especially with new students
2. Schedule and solicit students to participate in school-sponsored service opportunities for students
3. Evaluate current offerings in conversation with the Director of Mission & Identity, retaining what are effective and looking for other areas for expansion
4. Build and maintain a network of site supervisors in the area to provide meaningful service experiences
5. Attend service projects when needed or required and enlist the participation of staff in chaperoning and supervising student doing service
6. Maintain the system of on-line accountability for completed service hours and update it as necessary
7. Represent the school at appropriate gatherings for service directors (e.g., as sponsored by the UMI Province or local organizations)
8. Develop and publish a master calendar of service opportunities for the year and augment the list as needed
9. Chaperone, coordinate, enlist chaperones, and evaluate summer service opportunities: (i.e. Ignite, Nazareth Farm, Jerusalem Farm) and continually explore additional summer options
10. Promote and support school-wide participation in the Jesuit Day of Solidarity
11. Maintain accurate financial records of all activities and provide reports to the Business Office in a timely manner

12. Submit material for the monthly parent newsletter and attend at least one monthly parent meeting each semester
13. Develop student leadership by selecting students for the annual Arrupe Leadership Summit, Ignatian Family Teach-In for Justice, and by identifying leadership needs in the Campus Ministry office where students can be engaged
14. Work with other student groups who are engaged in service to maximize the service rendered
15. Attend all mission-related meetings and the annual faculty-staff retreat
16. Meet regularly with and report to the Director of Mission & Identity

Part 2: Teacher [roughly 40%]:

As teacher, the Director shall:

1. Teach part-time, as determined by the Principal
2. Participate in all faculty meetings, PD opportunities, and supervisory activities as determined by the Principal
3. Adhere to school procedures regarding curriculum design, assessment, discipline, etc.

Interested candidates should submit a resume, cover letter, and 2 – 3 professional references to jpeters@ctkjesuit.org. No phone calls please.