



Corporate Work Study Program Academic Specialist

Corporate Work Study Program Staff at Cristo Rey Baton Rouge maintain high expectations for ourselves and our students and work tirelessly to support each student's learning, growth, and development. We are mission-driven individuals who build a culture of joyfulness, creativity, respect, responsibility, and perseverance. Our dream team is comprised of members who strive to be constantly learning, reflecting, creating, and developing.

Responsibilities

CWSP Work Skills Integration

- Plan for instruction of Business Literacy Class by developing annual, unit, and lesson plans aligned with the network's standards-based curriculum, CWSP Benchmarks and the individual needs of students.
- Set high expectations for student development and job specific skill growth. Prepare all students for success in their workplace. Integrate character and leadership development into curriculum. Help each student develop into a respectful, responsible young adult who grows in faith and commitment to service.
- Work with CWSP Director, Principal and other key personnel to develop and implement Summer Intensive curriculum and schedule.
- Differentiate instruction to allow students with differing learning styles to access course content. Utilize classroom technology and other available resources to engage students' learning.
- Work with CWSP Director to include CWSP Job Partners in curriculum plan for Business Literacy Class and Intensive Training.
- Develop interim assessments linked to CWSP Benchmarks, Business Literacy Curriculum and student needs. Assign semester grades as appropriate, for Business Literacy class. Semester grades for CWSP will have contribution from all CWSP team members.
- Work with CWSP Staff to develop and implement Retraining Curriculum that supports students that have been removed from their Job Partner and participate in determination of return to work and best placement.
- Utilize PlusPortals to maintain up to date grades and other necessary data.
- Work with CWSP Staff to monitor student timecards daily and be able to implement the important supervisor feedback in to lesson plan for Business Literacy when appropriate.
- Serve as CWSP liaison for Faculty Meetings, Student Success Team and other academic meetings as needed or required.
- Regular reporting to CWSP Director and CWSP Team on student progress and opportunities.
- Work with faculty to ensure reinforcement of CWSP benchmarks through academic classes.
- Develop relationships with and meet the individual needs of each student consistent with the school's belief in caring for the whole child. Provide support, feedback, and assistance to the Student Success Team as requested.
- Coordinate with CWSP Staff prior to any CWSP Partner external communications.
- Participate as needed or required in student recruitment events both on and off campus, including mandatory Open House events in both Fall and Spring.

Organization-wide Learning & Development

- Understand your own teaching practice as developmental. Tap into available resources from colleagues and external sources to continually reflect on and improve your teaching.
- Participate in the school’s professional learning community, collaborating with colleagues to analyze student work and teaching practice. Help to create a reflective learning organization for both students and adults. Serve as a catalyst for improvement in your own classroom and school-wide.
- Must be able to maintain cooperative and effective working relationships with other employees and function in a team environment.

Daily Schedule (tentative)

- The school day will begin at 7:30am and finish at 3:34pm (CWSP finishes at approximately 5:00pm). All academic instructors are in classrooms ready to begin by 7:15am if they are teaching 1st hour.

In addition to stated responsibilities, there will be CWSP Morning and afternoon duty on certain days. Morning “send-off” will include a mini-lesson, attendance and lunch distribution. Afternoon “welcome back” duty will include timecard completion assistance, student monitoring and mentoring opportunities.

- All members of the CWSP Team must be able to handle other department needs as necessary.

EXAMPLE DRAFT

World History				
	M	T	W	Th
1st 7:30-8:25	World Hist	World Hist	World Hist	World Hist
2nd 8:28-9:18			Hist Team	
3rd 9:21-10:11	World Hist	World Hist	World Hist	World Hist
4th 10:14-11:04	W.Geog	W.Geog	W.Geog	W.Geog
5th 11:07-11:57				
6th 12:00-12:50	W.Geog	W.Geog	W.Geog	W.Geog
7th 12:53-1:43	SUB	SUB	SUB	SUB
8th 1:46-2:36				
9th 2:39-3:34	World Hist	World Hist	World Hist	World Hist
Religion II				
	M	T	W	Th
1st 7:30-8:25	Religion 1	Religion 1	Religion 1	Religion 1
2nd 8:28-9:18	SUB	SUB	SUB	SUB
3rd 9:21-10:11				
4th 10:14-11:04	Religion 2	Religion 2	Religion 2	Religion 2
5th 11:07-11:57	Religion 2	Religion 2	Religion 2	Religion 2
6th 12:00-12:50				
7th 12:53-1:43				
8th 1:46-2:36	Religion 2	Religion 2	Religion 2	Religion 2
9th 2:39-3:34	Religion 1	Relg Team	Religion 1	Religion 1

Supervision

- CWSP Academic Specialist reports to CWSP Director as direct supervisor.
- Responsibilities of CWSP Academic Manager do not include staff supervision.