



CWSP Curriculum Coordinator/Corporate Work Study Program

(1 FTE) Reports to: Vice President of Corporate Work Study Program Operations

San Miguel High School employs a unique model of education for urban students, where students work one full day a week in a corporate job, and the other four days engage in a rigorous academic setting. The CWSP Curriculum Coordinator is a 12 month employee that is a member of the Corporate Work Study Program (CWSP) Team and is responsible for building the CWSP curriculum (in accordance with the CWSP Curriculum Benchmark Tools) and training/educating students on the skills necessary for workplace success. The curriculum will include ongoing training in Microsoft Office Suite and Google Suite, well as building appropriate behavioral expectations for student workers. The CWSP Curriculum Coordinator will primarily be responsible for building curriculum, teaching the curriculum, and maintaining contact with corporate partners and their students to ensure student-workers are meeting expectations. In addition to building curriculum throughout the school year, this person helps to organize and run a 2 week Summer Bridge program to prepare incoming freshmen for the workplace. The CWSP Curriculum Coordinator will manage a caseload of corporate partners and their student workers to ensure workplace success. Other responsibilities include items that are integral to the day to day operation of the department, and will be shared with other members of the department.

Responsibilities:

- 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 Bridge program.
- Coordinate volunteer and faculty participation in the Summer Bridge program.
- Assist CWSP team in the coordination of student placement to CWSP corporate partners.
- Work with the VP of CWSP Operations to modify Summer Bridge curriculum on a yearly basis to align program with performance data, benchmarks, and school goals.
- Develop and coordinate the re-orientation program for returning sophomores, juniors and seniors. Communicate all efforts with CWSP team.
- Integrate Cristo Rey Network CWSP curriculum and benchmarks into the Summer Bridge program and CWSP class curriculum.
- Build curriculum for and oversee retraining programs for students who exhibit unsatisfactory work performance and students awaiting corporate placement. Document student progression throughout retraining.
- Responsible for interaction with parents regarding progress and updates on students of concern, including those who have been fired and are in retraining.
- Teach, coordinate support, and organize substitutes as needed for CWSP class.
- Work with the VP of CWSP to build curriculum for each grade level for the CWSP class. This curriculum will focus on building and fine-tuning professional skills and hard skills for the workplace.
- Create curriculum that builds a blended learning environment in the classroom, using AES modules, teacher-led activities, group work, and individual assignments.
- Attend academic grade level meetings and report relevant information/metrics/suggestions back to CWSP team and VP. Maintain communication across the CWSP and academic departments.
- Manage a portion CWSP corporate accounts and schedule a minimum of two site visits per year.
- Document important student and client interactions.
- Provide students with feedback related to their job performance, class performance, and timecards/evaluations provided by corporate partners.
- Coordinate with network counterparts for best practices and proven strategies.
- Support student and employer check-ins and send daily time cards.

- Represent CWSP in school activities, as needed.
- Assist with tasks as directed by VP of CWSP Operations.

Preferred Experience/Qualifications

- Bachelor's degree in education or related field.
- Ability to build curriculum and lesson plans based on data, grade level requirements, benchmarks, and network/school goals.
- Bilingual- Spanish/English
- Experience working with high school students, preferably in alternative education and blended learning environments.
- Driver's license required.
- Competency in Microsoft Office Suite and Google Suite.
- Ability to work as a team player in a fast-paced work environment.
- Management or customer service experience preferred.
- Ability to multitask, managing student-employer relationships, lesson plans, and general day to day operations.
- Ability to brief and debrief staff on CWSP lesson plans.
- Ability to organize data, identify trends, create reports and propose solutions.

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