



## **JOB DESCRIPTION**

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITIONS: OPERATIONS ASSOCIATE

LOCATION: EAST BOSTON, MA

### **About Excel Academy Charter School**

Excel Academy Charter Schools is an emerging network of charter schools in Boston based on the highly successful model of Excel's first middle school in East Boston.

Excel Academy was founded in 2003 to address very low high school and college graduation rates among minority students from low-income families in East Boston and Chelsea. Excel's flagship school serves more than 200 students in grades 5-8, over 70% of whom are low-income and Latino students. This school is the highest-performing public middle school in Massachusetts and sends more than 90% of its alumni on to college-preparatory high schools. More than 50% of Excel's students do not speak English at home.

Excel's success is built on a culture of rigor and excellence with the following elements:

- Uniformly high expectations—starting with the ultimate goal of college graduation—to which parents, students and teachers alike are held;
- Optimized use of every minute of the school day together with a longer school day and year;
- Individualized support for students with special needs; and
- Highly developed operational systems that enable teachers to focus on instruction.

Excel is developing ambitious growth plans and recently opened its second school in Chelsea. Excel plans to open roughly one new school per year over the next five years. While the first three schools in the network will be middle schools, Excel plans to open a high school in 2015.

### **2012-2013 Openings**

We are seeking individuals who are passionate about serving an urban population and contributing to a dynamic school that already has a strong track record of success. We are currently accepting applications for an Operations Associate for the 2012-2013 school year at Excel Academy-III.

The Operations Associate is a full-time, year-round position that reports to the Dean of Administration and serves as a member of the school's Operations Team. The Operations Associate provides administrative support to ensure the school runs smoothly and manages key aspects of school operations. Responsibilities include, but are not limited to:

#### Manage the front lobby and main office of the school

- Ensure that the lobby and main office reflect a professional, tidy appearance
- Direct office communication by answering phones, responding to inquiries, and directing calls to the appropriate staff member
- Greet and direct visitors and maintain visitor log



- Develop positive relationships with all internal external constituents that visit or contact the school.
- Sort and distribute staff mail

#### Provide administrative and operational support to ensure the school runs smoothly

- Respond promptly to daily operational needs (projector bulbs, technology, copiers, printers, etc.)
- Fulfill duties as administrative interpreter
- Coordinate mailings
- Coordinate catering for meetings and events as required
- Make copies as required
- Assist in administrative preparation for board meetings
- Support member of the Admin team with specific requests, as needed

#### Collect and enter student and teacher data and execute data-driven systems

- Collect and enter student information into Breuer
- Collect and enter daily attendance into student information system, and daily homework information and daily behavior information (e.g., merit/demerit sheets) into PREP database
- Make autocalls to parents as required (e.g., absences, afterschool consequences, Friday Extension, etc.)
- Print and distribute afterschool consequence lists
- Analyze and distribute weekly attendance reports geared to address students at risk of retention due to poor attendance
- Collect information for and complete the SIMS report for the DESE
- Collect and enter data related to staff surveys
- Track daily afterschool consequence attendance

#### Manage Excel Academy's Nutrition Program

- Serve as a vendor liaison for nutrition vendors
- Order all school meals and snacks
- Manage daily distribution and serving of school meals, including breakfast, lunch, and snack
- Maintain cleanliness and organization of all meal program spaces and equipment
- Coordinate all aspects of reporting to and relations with the DESE, including:
  - Submit monthly claims for reimbursement
  - Organize weekly snack rosters, monthly FP-9 forms, and all other documentation required to support claims for reimbursement
- Manage all required documentation for the Nutrition Program, including:
  - Manage distribution and collection of free/reduced price meal applications
  - Serve as the determining official for free/reduced price meal applications
  - Maintain a current meal benefit eligibility roster
  - Implement daily data entry of meals served
  - Maintain a Nutrition Program binder with all required documentation
  - Maintain records of menus for all meals served
- Coordinate with parents, families, and staff to maintain Nutrition Program systems
  - Collect meal payments from families; organize deposits



- Print account statements for families and follow up with payments due
- Manage staff members in distributing meals properly and maintaining Nutrition Program records properly

#### Manage school supplies and storage

- Manage all purchasing and ordering of regular school supplies
- Manage inventory of supplies and materials as needed to ensure smooth operation of the school
- Maintain organized and well-stocked closets, storerooms, and copy machine area
- Support the Student Supplies Crew and the Student Copy Crew in successfully completing their jobs

#### Manage finances and bookkeeping

- Manage all aspects of billing and bookkeeping (collect and code invoices/bills, data entry into Quickbooks, print checks, process payments, etc.)
- Support Operations staff with performing financial audits
- In conjunction with the Dean of Administration, manage budgets for relevant line items (school supplies, etc.)

#### Manage key operational systems:

- Manage the absent student station by collecting absent student folders, orienting students to work that they missed, and
- Managing the arrival of late students including checking and entering student homework data
- Manage the PREP store

#### Support student recruitment and enrollment efforts

- Support student recruitment by entering application data for all applicants and new students
- Coordinate lotteries to determine new student enrollment
- Oversee collection and updating of all student enrollment records, including student demographic and contact information
- Collect all forms and data from new applicants, and maintain files on all applicants and new students
- Coordinate mailings to applicants, waitlisted and admitted students to communicate changes to enrollment status, as well as to request information.

#### Serve as a productive member of Excel's Operations Team

- Participate in weekly Operations Team meetings
- Participate in Operations Team professional development

#### Serve as a productive member of the Excel Community

- Participate in generating and upholding Excel staff norms
- Provide coverage, as needed
- Follow the appropriate protocol when absent to request coverage
- Meaningfully participate in Operations Team meetings, Friday meetings, school PD and Family Conferences
- Do whatever it takes to ensure that the mission of the school is fulfilled



## Qualities Sought

- *Commitment To Urban Education:* Belief that there is not a more urgent task than to educate students from low-income, urban backgrounds.
- *Mission Alignment:* Belief that every student should be held to the highest academic and behavioral expectations. Understanding that a structured environment is essential for learning.
- *Entrepreneurial Spirit:* Openness to change, willingness to problem-solve, and interest in developing new ideas & programs.
- *Qualifications:* Previous teaching experience preferred. Ability to speak Spanish a plus.
- *Systems-thinker* with the ability to focus on outcomes who will thrive in a fast paced environment
- *Team Player:* Is able to work effectively in a team environment and will encourage/support others in doing their best work
- A high level of zest, grit, hope, gratitude, enthusiasm, tenacity, and humor

Please email a resume and cover letter to [jobs@excelacademy.org](mailto:jobs@excelacademy.org) addressed to Rebecca Korb. Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible.

*Excel Academy Charter School is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex or disability.*