



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITIONS: ENGLISH LANGUAGE LEARNER SPECIALIST

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 the 2012-2013 school year for the following position:

English Language Learner (ELL) Specialist:

The ELL Specialist provides direct instruction to students in need of a substantially separate English as a Second Language (ESL) course. A member of the Learning Support Department, this individual reports directly to the Principal and is responsible for the following activities:

- Teacher Support
 - Advise teachers on modifying/accommodating curriculum for students in a pullout, ESL class

- Student Support
 - Teach a substantially separate ESL-class, based on caseload or provide inclusion support for English classes containing ELL students
 - Work specifically with ELL students during assigned periods of the day
 - Plan and teach the afterschool literacy program 4 days a week from 3:40-4:30 PM, coordinating logistics with the English department
- Programmatic support
 - Manage the ELL program including, but not limited to: completing of necessary paperwork, training of teachers, management of parent and student communications, executing of student testing/screening, and upholding of general Department of Education compliance requests
- General Responsibilities
 - Align student support services with the school's mission and educational philosophy
 - Participate in generating and upholding Excel staff norms
 - Serve as a homeroom teacher and academic advisor
 - Serve as a productive member of the Excel community

Preferred Experience & Qualifications

- Proven track-record of high achievement with English Language Learners
- Bachelor's Degree required.
- Must pursue "highly qualified" status, as defined by the MA Department of Education and achieve status by 10/1/12.
- Strong ability to provide/receive constructive feedback and collaborate

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 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 Schools is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex or disability.