



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITIONS: 5th GRADE SPECIAL EDUCATION TEACHER

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 following position during the 2012-2013 school year.

5th Grade Special Education Teacher:

Excel is seeking a 5th Grade Special Education Teacher to be a member of the founding team at Excel Academy Charter School - III. The Special Education teacher will ensure Special Education students make significant academic gains through classroom (inclusion) support and additional out-of-class support. Out of the classroom and with the support of school administrators, the Special Education teacher will manage administrative/ regulatory aspects of the Special Education Program. In addition, the founding team member will develop the scope and vision of the 5th-8th grade Special Education support that will best serve students and prepare them to be successful in an academically rigorous high schools. The Special Education teacher will actively participate in ongoing professional development by collaborating with peers and receiving individual support from the Principal.

Responsibilities Include (but are not limited to):

- Instructional Responsibilities:
 - Teach daily instructional support lessons to students on caseload, utilizing time outside of core-academic classes

- Serve as an inclusion teacher as needed to more effectively support the learning abilities of students with high needs
- Work closely with general education teachers to differentiate curriculum, help create effective accommodations, and modify curriculum when appropriate
- Ensure that all work with students with special needs is aligned with the school's academic goals for student achievement
- Administrative Responsibilities:
 - Write all IEPs of new Special Education students & revise/update existing IEP's.
 - Coordinate outsourced Special Education testing and manage Special Education Consultants (i.e. Speech and Language Therapist; Occupational Therapist, etc.)
 - Ensure that implementation of Special Education services is in compliance with federal and state special education regulations
 - Manage all paperwork (e.g. IEPs, 504s, Child Study Records of Accommodations, Teacher Input Questionnaires, IEP Progress Reports, subject-area checklists for MCAS, etc.) associated with Special Education cases, ensuring deadlines are met and information is accurately recorded
 - Create all CPR/CAP documents to ensure DOE compliance
- Team Member Responsibilities:
 - Enforce school-wide systems and procedures to effectively manage the classroom
 - Continually communicate with students and families regarding academic and behavior performance and progress
 - Serve as a homeroom teacher and student advisor
 - Serve as a productive member of the Excel Community

Preferred Experience & Qualifications

- Proven track-record of high achievement with students in Special Education
- Strong ability to provide/receive constructive feedback and collaborate
- Minimum of 2 years related experience required. Ability to speak Spanish a plus
- Both Bachelor's Degree and Advanced Degree in Special Education required

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.
- *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, attention 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.