



## **JOB DESCRIPTION**

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS  
POSITION: DEAN OF OPERATIONS, EXCEL III  
LOCATION: BOSTON, MA

### **About the Organization**

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 its third middle school in 2013, followed by its first high school in 2015. Excel is actively considering its growth plans beyond this initial wave of expansion.

### **About the Position**

Excel is seeking a strong Dean of Operations to work closely with the Principal to ensure the successful launch and growth of Excel Academy's third middle school in Boston. Excel's third school will be the same size (224 students) and grade span (5 through 8) as its two existing middle schools.

Together, the Principal and Dean of Operations will act as the founding leadership team for the school, with the Principal focusing primarily on instruction and discipline, and the Dean focusing on operational and administrative issues. The Dean of Operations serves as a member of the Administrative Team, and creates/oversees school-wide systems to ensure that the school operates seamlessly, so that teachers can focus on teaching and students can focus on learning. The Dean of Operations will report to the Principal.

### Specific Responsibilities

- Plan and implement school culture-building initiatives together with Principal
- Oversee all activities relating to school operations:
  - Develop, document and train staff in all operational systems and procedures;
  - Manage daily calendar, schedule, space and resource assignments (before, during and after school);
  - Oversee financial management and bookkeeping;
  - Manage school-level HR activities;

- Establish and maintain the school's IT infrastructure;
- Oversee all standardized testing (interim assessments, state exams, diagnostic tests);
- Manage entry, integrity and reporting of data;
- Oversee student enrollment; and
- Handle all issues pertaining to the maintenance of the school facility.
- Serve as a productive member of the school's Administrative team
  - Support the development and execution of school-wide goals and priorities, analyze data to assess progress relative to annual strategic plan, and meaningfully participate in the development and execution of strategies to ensure the school's continual improvement
  - Write, revise and finalize school manuals annually to document initiatives and programmatic changes related to summer strategic planning cycle
- Serve as a productive member of the Excel community

### Qualities and Qualifications

We are looking for someone **sharp, driven and kind**. The following qualities are also must-haves:

- **Alignment on Values and Philosophy:** Passion for closing the achievement gap in public education and a belief that a highly structured environment is essential for learning in the student population that Excel serves.
- **Entrepreneurial spirit:** A track record of being a resourceful and creative self-starter in tackling challenges, and of questioning conventional wisdom.
- **Integrity:** Embodying the honesty and trustworthiness that Excel expects of all its community members and particularly those serving as visible role models for others.

The ideal candidate will also possess the following qualifications:

- Bachelor's Degree plus 3-5 years relevant experience in a similar field (project management, operations);
- Excellent relationship-building skills;
- Strong written and verbal communication skills;
- Ability to support colleagues and provide/receive constructive feedback;
- Previous teaching experience preferred but not required; and
- Proficiency in Spanish preferred but not required.

### Contact Information

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