



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITION: DIRECTOR OF POST SECONDARY SUPPORT

LOCATION: EAST BOSTON, MA

About Excel Academy Charter Schools

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.

This position is based at Excel Academy Charter School-East Boston.

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 for the 2012-2013 school year:

Director of Post-Secondary Support

The Director of Post-Secondary Support supports Excel's college aged alumni throughout their post-secondary plans, either with a 2 or 4 year college, career training, workforce development and the military. Core responsibilities include:

College Support

- Educate alumni and families about college process and financial aid
 - Conduct FAFSA completion workshop at Excel
 - Provide budget assistance/financial planning
- Relationship building with colleges
- Support students through college application process (when necessary for transfer students)
 - Organization
 - Advise students/families on financial aid



- Coordinate/plan transitional day for incoming freshmen/sophomore cohort
- Work closely with families to understand the college transitional phrase and paperwork

Graduate Support

- Create and maintain relationships with colleges
 - Participate in meetings at schools with counselors/professors
 - Develop specific support agents on college campuses
 - Build relationships with colleges and the Graduate Services Department including hosting college personnel at Excel
- Naviance database management
 - Monitor and update all student, college, and communication data in Naviance
- Collect and track the grades of all graduates from all schools, when possible
- Develop a “resource library” for alumni
- Help with career advice and support
 - Secure two or more annual internships for Excel college-aged alumni
- Ad-Hoc crisis management
- Student/Family outreach
 - Create and distribute monthly E-newsletter
 - Meet with students off or on campus, or at their workplace
 - Maintain frequent and regular contact with students and their families through e-mail, phone, and in-person check-ins
 - Support student involvement with specific college, extracurricular, and summer opportunities
 - Assist with course selection to ensure college core requirements are met
 - Assist students with financial planning

Serve as a productive member of the Excel Academy community

- Provide coverage during non-instructional times two days a week
- Co-teach 7th grade homeroom
- Organize and execute all college visit field trips for current the network (one for each grade once per year)

Professional Development/Network Building

- Participate in several local and national professional development networks.
- Attend local and national conferences and symposia in the field
- Collaborate with external colleagues to share best practices, including other individuals in the post-secondary field and the Success Boston Initiative

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.