



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITION: NETWORK SUPPORT TEAM FELLOW, SHORT-TERM

POSITION END DATE: JUNE 30, 2012

LOCATION: EAST BOSTON & CHELSEA, 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.

Immediate Opening

We are seeking individuals who are passionate about serving an urban population, contributing to a dynamic network of schools that already has a strong track record of success, and gaining exposure to and experience in all areas of charter school network operations. We are currently accepting applications for the following position:

Network Support Team Fellow

This is a unique opportunity to get broad and deep exposure in a network of high-performing urban charter schools. The individual in this role will perform a variety of essential responsibilities, including (but not limited to):



- Department of Education Communication & Compliance
 - Provide support to new schools during their planning years including drafting DESE-mandated documentation & policies
 - Provide support to existing schools during the charter renewal process, coordinated program reviews, etc.
 - Manage data collection & data entry to meet DESE reporting requirements
- Accounting & Bookkeeping
 - Manage bookkeeping for Friends of Excel Academy Charter Schools, Inc., the 501c3 foundation established to support Excel Academy Charter Schools
 - Manage bookkeeping for new schools during their planning years
 - Prepare & make bank deposits
 - Support the annual budget development process
- Development & Public Relations
 - Process donations and write thank-you notes
 - Support maintenance of development database
- Board of Trustees Support
 - Prepare materials for Board meetings
 - Confirm Board Member attendance at upcoming Board meetings
- Data Collection & Analysis
 - Compile & analyze data for internal & external requests
 - Complete research to inform operations strategic planning process
- Administrative Support
 - Provide administrative support to members of the Network Support Team
- Serving as a productive member of the Excel Academy community, and
- Doing whatever it takes to ensure the mission of the school is upheld.

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:* Bachelor's degree; administrative experience in a school or office environment preferred but not required
- *Systems-thinker:* Has the ability to focus on outcomes and 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.