

## JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOL - CHELSEA  
POSITION: FOUNDING OPERATIONS ASSOCIATE  
LOCATION: CHELSEA, MA

### About the Organization

Excel Academy Charter School is a leading charter middle school in East Boston that is seeking to build a large network of high-performing schools based on Excel's unique model.

Excel Academy-East Boston was founded in 2003 to address the extremely low high school and college graduation rates among low-income, minority students in East Boston and Chelsea. The current school serves more than 200 students in grades 5-8, over 70% of whom are Latina and over 70% of whom come from low-income families. More than 50% of Excel's students speak a language other than English at home and over 15% have special education needs.

Excel Academy-East Boston is one of the highest-performing public middle schools in the country and has sent 90% of its alumni on to college-preparatory high schools. Excel's growth scores—which measure a school's success in generating improvement in student performance in state standardized testing (MCAS) over time—have been higher than all other charter schools and school districts in Massachusetts.

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 to ensure that every student is on the path to higher education irrespective of the challenges they face;
- Highly developed and ingrained operational systems that enable teachers to focus on instruction and that will create a 'playbook' for future Excel school leaders.

Excel is now developing ambitious growth plans to take advantage of the recent lifting of the cap on charter school enrollment in Massachusetts. Excel plans to open roughly one new school per year over the next five years, beginning with a second school set to open in Chelsea in fall 2011.

### About the Position

Excel is seeking an Operations Associate to be a member of the founding team at Excel Academy Charter School - Chelsea. The Operations Manager will serve as a key member of the Excel Academy - Chelsea team, interacting with students, families, teachers, and external partners to contribute to a vibrant and productive school community. The Operations Associate will be primarily responsible for staffing the front office; maintaining student records, behavior, and attendance data systems; bookkeeping; managing key vendor relationships, and managing all aspects of the school's nutrition program. Supervised and supported by the school's Dean of Operations, the Operations Associate will develop and manage critical operational systems and relationships to support the school's academic program.

### **Responsibilities Include (but are not limited to):**

- Serve as the primary staff member in the main office; responsibilities include answering phones, greeting and directing visitors, maintaining the office's physical appearance, and building positive and productive relationships with students, families, and staff.

- Manage the school's nutrition program by determining eligibility for free- and reduced-price meals; managing vendor relationships, student ordering and billing; and complying with state and Federal requirements.
- Manage all bookkeeping including collecting and coding invoices and processing payments.
- Collect and manage data entry for the school's behavior management, attendance, and student information systems.
- Maintain student records and files.
- Manage and maintain school and office supplies.
- Support all aspects of school operations by addressing solving operational challenges as they arise, including those related to the school's facilities and IT & tele-comm infrastructure.
- Serve as a productive member of the Excel Community.
- Do whatever it takes to ensure the school's mission is fulfilled.

### **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-Driven Approach: The ability to develop and maintain an operational infrastructure that supports and promotes student achievement
- Attention to Detail: The ability to do precise work in a fast- paced environment
- Team Player: The ability to work effectively in a team environment; a propensity to encourage/support others in doing their best work; and a predisposition to approach challenges with tenacity, enthusiasm, optimism and a sense of humor.

### **Experience & Qualifications**

- Demonstrated customer service skills and an outgoing, friendly demeanor that is inviting to all members of the community.
- Demonstrated ability to simultaneously manage numerous short- and long-term tasks and projects while working efficiently and precisely.
- Excellent time management, organizational, analytical, computer, and written/oral communication skills. Experience with Quickbooks and Microsoft Office preferred.
- Demonstrated ability to see a project through from beginning to end.
- Ability to adapt to situations as they arise while maintaining professionalism.
- Strong ability to provide/receive constructive feedback and collaborate with various constituents.
- Bachelor's Degree or equivalent experience preferred.
- Must be fluent in Spanish.

*Excel Academy Charter School is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability.*