



## Excel Academy Public Charter School ECE/Elementary Lead Teacher Position

The Lead Teacher (LT) of Excel Academy will be directly accountable to the Principal for student academic success, maintenance of rigorous school culture, and mission advancement. The LT will embody and advocate the mission, vision and strategic direction of the school. S/he will create, monitor and sustain the high standards of a rigorous school climate and school culture. The LT will focus on achieving dramatic improvement in student academic achievement while ensuring daily rigorous academic performance and teaching classroom quality.

### *Responsibilities:*

#### Teaching and Learning

- Provide rigorous instruction in core subjects daily
- Serve as the primary facilitator of knowledge and skills for very young children
- Provide comprehensive and timely instruction in reading, writing and math. A significant curriculum focus on literacy requires outstanding skills as a reading teacher
- Participate in curriculum development aligned to District Standards
- Develop curricula that maps backwards from year end results into six week unit teaching blocks and 10 day lesson plans
- Assess and track student performance on a weekly basis
- Analyze student assessment data to identify those students in need of additional support
- Use assessment data to refine curriculum and instructional practice
- Provide daily tutoring in small groups as needed
- Lead one Saturday Expedition each month
- Teach students with disabilities in an inclusion setting and implement IEPs as necessary
- Communicate effectively and maintain strong relationships with students and families
- Lead community meetings on occasion
- Monitor and sustain a disciplined school culture of high academic and behavioral standards
- Implement a coherent research-based curriculum with consultation from the Principal
- Ensure smooth operation of classroom instructional functions without exception and excuses by developing and enforcing school-wide rules and expectations
- Develop and submit weekly lesson plans and homework assignments
- Use a variety of strategies to engage students in the classroom
- Assume responsibility for the academic progress of all students
- Model and reinforce school wide character values each week

#### Administrative

- Evaluate academic achievement through detailed data analysis of student and teacher performance
- Oversee student lunch periods, arrivals and dismissals at least once a week
- Manage and execute other duties assigned by the Principal

#### Qualifications and Experiences

- Demonstrated successful work as an urban educator that used discipline, structure, positive incentives, and high expectations to achieve measurable academic and behavioral results

- Demonstrated history of successful teaching while ensuring academic success
- Experienced results-driven teacher with commitment to standards-based curriculum
- Demonstrated experience with use of data assessments to drive the instructional model
- Ability to work collaboratively with a diverse team of teachers
- Exceptional and experienced public speaker, writer, and editor
- Extensive experience with teaching lesson and unit plan development
- Technological proficiency with statistics, regression data analysis
- High energy individual with entrepreneurial spirit for start up school
- Professional demeanor, strong work-ethic, detail driven work style with excellent organizational skills
- Ambitious individual with strong interest in growing
- Individual with ability to get the job successfully completed without regard to the amount of time required
- Passionate, dedicated urban educator completely aligned with Excel Academy's mission and a strong belief that all students can learn
- History of successful educational work with very young children in heterogeneously grouped classroom settings
- Demonstrated ability to work with parents and community leaders
- Desire to be held accountable for student academic growth and results
- Motivational teacher who has driven individuals and organizations to succeed
- Proven ability to work collaboratively with a diverse team of teachers
- Strong and experienced public speaker, writer and editor especially of lesson plans, unit plans and other curricular materials
- Ability to multi-task and prioritize
- At least two years of urban teaching experience preferred
- Advanced degree or college major in fields preferred
- Certification preferred