



The Massachusetts School of
Science, Creativity and Leadership

Now Seeking: Director of Faculty

FT or PT. *Draft as of 3/14/17*

Summary Post:

Acera is looking for a Director of Faculty with passion, high energy, and a commitment to progressive, student-centered educational approaches and innovation in education. This key role requires 17+ years of experience in education (both as a teacher and administrator) for a new administrative position. Support and inspire teachers and educate parents at our core school K- Grade 8 program. Align staff and families around shared philosophy and strategies for student development. Expand upon our collaborative culture. Facilitate meetings, engage to resolve conflicts, and partner with teachers and parents. Our mission is to develop the next generation of innovators and leaders! Contact hiring@aceraschool.org

Job Description:

Lead and Manage Teachers in Core Program; Assure Pedagogical Program Philosophical Alignment; Define and Lead Parent Education; Take a Leadership Role about the importance of Progressive Education Principles within our Outreach and Partnership Efforts.

Do you want to change the world of education? We do too. Acera is looking for a Director of Faculty with passion, high energy, and a commitment to progressive educational approaches and innovation in education. If the thought of working at a non-profit where you can have a big impact gets you excited, then Acera needs you. This key role requires someone whose substantial experience in education and passion for our educational mission will help us build a model for 21st century learning. Your talents will be relied upon to inspire and educate teachers and parents at our school, aligning staff and families around shared philosophy and strategies for student development. In our small school setting with our big sense of mission, you will need to have a highly collaborative and accountable approach to lead and inspire others. In our first seven+ years, Acera has gone from an idea to a progressive elementary and middle school program with 125 students, and a STEAM Learning Lab program that offers year-round enrichment open to the public. We are building a microcosm of what is possible in education, in which students' voice, capacities and needs are understood. At Acera, a strong set of teacher entrepreneurs build relationships with each student as the cornerstone of their practice. We seek a superior leader and manager to further develop shared vision and great educators within our core school day and enrichment programs as well as expansion of our broader mission about education innovation.

Responsibilities:

Use best practices of leadership and project management to collaborate across administrative staff and with teachers to clarify goals, milestones, and track results in the your key areas of responsibility including:

- Pedagogical goals and implementation for program improvement, as identified by the larger team, using input from a variety of sources (teachers, parents, external program comparisons, etc.)
- Particularly focus program improvement and teacher support / growth around our core capacities (as well as writing and organizational coaching.)
- Leveraging the teacher support coordinator and teacher mentor team, assure that regular teacher performance reviews occur, enabling teacher growth, role clarity if missing, accountability to role and to the whole staffing system, and role evolution
- Assure that we publish out to parents (and within staff) program guides and overviews about our school program to enable understanding alignment. Create and evolve communication strategies to clarify our approach and increase visibility for parents regarding the learning that occurs at Acera and the benefits students derive out of their experience here
- Partner with Teacher Support Coordinator and teaching team to enable effective use of portfolios as a way and enable their use to help Acera articulate our mission
- Support outreach efforts to attract and retain girls, including for and through middle school
- Define, evolve, and manage Parent Education approaches and workshops which will enable increased alignment (particularly as they are unique from conventional wisdom and expectation)

Additional Specifics re: Faculty Management Role:



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- Partner with our Teacher Support Coordinator (who leads our efforts to re-invent student portfolios to make learning visible and efforts to enable all teachers to develop their own growth goals) and our part time Teacher Mentor (who focuses on coaching newer teachers and career changing teachers as needed).
- Assure that each teacher has a clear plan of accountability to their role, 360 feedback, and coaching to support their Coordinate and lead the clear accountability and management of all teachers, both within the school day program and specialist and enrichment teachers. Leveraging input and perspectives of the team, implement and manage a formal performance review process for all faculty.
- Enable effective performance and growth. Partner with our Director of Administration and Operations to reference, when appropriate, performance review input into compensation decision making and roles evolution.
- Assure clear teacher accountability, and growth.
- Identify and manage conflict that may emerge on the teaching team and/or within the broader organization and/or with parents. Support teachers when they are managing more complex student or parent situations; be a point of escalation at times of struggle, discord, or conflict.
- Partnering with core teachers, clarify pedagogical goals for program evolution and assure their implementation. Assure connection between teachers' growth areas and school wide goals for program evolution / improvement.
- Assure that regular teacher alignment meetings occur and are facilitated either by you or one of our teacher mentors. Assure that appropriate and assure appropriate follow up occurs for elementary, specialist, and MS teacher teams. Partner with the school directors and leverage our Teacher Support Coordinator to make good collaboration and teacher alignment plans and programmatic goals; involve expertise of the broader team within teacher alignment and collaboration meetings.

Outreach and Crossover Related to Both Enrichment Programs and Teacher Management:

- Positively represent Acera's learning approach in parent presentations and with outreach partner organizations.
- Working with our Director of Outreach and Marketing Assistant, publish and build brand and thought leadership influence for Acera through presence on a larger stage of education innovation, through papers, social media, blogs, and beyond.
- Be available and willing to engage and work as needed during evening and, occasionally, during weekend times to run and/or oversee parent education workshops and participate in school events
- Assure appropriate administrative oversight and a progressive, pedagogically aligned approach of all Acera programs, honoring student voice and their spirit of curiosity and love of learning above all else. Assure that our program's approach is anchored on a notion of freedom to learn, not pressure to perform, and built around a student-centered model of education.
- Assure appropriate documentation and evolution of Program Overview guides which are available to staff and parents, which clarify philosophy and strategies of learning at our school. Appropriately involve teachers in the process to clarify and evolve program documentation. Differentiate needs and developmentally appropriate and distinct approaches used within:
 - Lower and Intermediate Elementary
 - Upper Elementary
 - Middle School
 - After school / Summer Enrichment
 - Outreach Programs



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- Clarify needs for and initiate and lead appropriate parent education to enable better alignment of all parents to understand the developmental trajectory of students between ages 5 – 14 and how our programs support this evolution and development relative to evidence, data from a myriad of fields, and best practice. Include correlations between different ages and stages of development and how our program evolves over time to fit with different developmental stages while also fitting the unique learning profiles and mindset of gifted students. Target both internal Acera core school day parents and external Acera enrichment program parents and others in these educational and alignment educational workshops.
- Partnering with our Teacher Support Coordinator and resident neuroscientist and educational research pioneer, assure that teacher blogs and student portfolios are regularly updated and that documentation of learning occurs; assure that learning in our core capacities can be made visible to students, teachers, parents, staff, and externally to other schools through teacher blogs, our website, and student portfolios. This can help us live into our broader mission of Innovation in Education.
- Be a flexible member of our small school and high commitment team, flexibly helping out as needed.
- Collaborate with Director of Outreach & Communications: After hire of this role, our current “Director of Programs and Outreach” will migrate to become our “Director of Outreach & Communications” which includes partnerships, outreach and events for mission expansion, marketing, social media, and internal communication newsletters.
- Collaborate with Teacher Support Coordinator Assure that there is a connection between teachers’ peer mentor choices and growth goals and their performance review feedback growth needs and the schools’ needs -- in a way that balances teacher creativity and autonomy with systems accountability to the whole school.
- Partner with Directors of Outreach, Development, Admissions, and Teacher Support Coordinator to re-clarifies expectations for teachers’ participation in out of school day open house and outreach activities as part of their regular roles.
- Collaborate with our Assistant Director of School when our core school day staff need to be put on a development plan for intervention to target a significant shift in their actions and/or programs due to job performance issues.
- Collaborate with our Director of Administration and Operations: Assure application and evolution of compensation philosophy, and creation and evolution of needed policies that align with market based comparables. Collaborate to set organizational goals which all staff understand and align around, and know their role to achieve results for core school and enrichment program.
- Collaborate with staff involved in Lab School / Research Efforts: Assure interconnection between our practices each day and our vision to be a lab school program which pilot tests curricula and ways to measure growth in capacities (instead of knowledge and basic skills acquisition) such that these norms for operation of school programs can be expanded beyond our walls.
- Hear and Resolve Conflicts which may emerge within the teacher team or between teachers and administration/ office whilst the school best balances hopes and needs of teachers with the overall school goals’ and direction and need to run and continuously operating, high performing learning experience for students without interruption due to personnel needs or conflicts.

Acera Mission:



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We envision a world in which schools engage students in meaningful learning, in which teachers are freed as entrepreneurs in their classrooms, and in which students can become the best version of themselves, given each student's unique capacities, needs, and passions. The Acera school day program provides students with unbounded access to learning, offering gifted students opportunity according to their ability not age. The Acera community, across all its programs and partnerships, learns, discovers, and explores at a pace appropriate to each child's unique motivation and potential. Our culture is not about pressure; it is about freedom. We keep alive students' innate curiosity and love of learning. We also partner with organizations beyond our walls, creating programs rich in sciences, technology, engineering, creativity and arts. We operate both as a lab school and a microcosm of what is possible for other schools. We seek to grow students' emotional intelligence and enable them to become the best version of themselves. Our mission, across our core school day program, enrichment programs and within our partnerships, is to develop the next generation of innovators, leaders and creative thinkers who can make a positive impact in the world.

Skills:

- 10 years of experience as a Dean of Faculty, Director of Curriculum and Instruction and/or in education administration
- 7+ years of teaching experience, preferably in a progressive education setting
- Charismatic leader who inspires others both in group and one-on-one situations
- Excellent organization, follow through, and project management skills
- Ability to facilitate and support groups to work through conflict, maintain a culture of mutuality and support, and make plans and next steps to learn and evolve
- Ability to balance a shared leadership approach classic in a non-profit culture of consensus with the need to solicit authentic input, give direction, make decisions and act to achieve results and make progress
- Superior written and verbal communication skills
- Excellent meeting presentation and facilitation skills
- Mac proficiency

Requirements:

- A bring-it-on, can-do, let's make it happen, whatever it takes attitude!
- A kind heart, a thoughtful mind, a humble and confident presence, and a generous spirit
- BA / BS degree and MEd. MBA is highly desirable.
- Prior job experience *Getting Things Done*
- Prior job experience being an effective leader and manager of others
- Superior references from those who have been under your supervision and from colleagues who have been in administration alongside of you
- See challenges as opportunities for invention. Positive, the "glass is half full" orientation. Enables others to reframe their distress into seeing challenges as opportunities.
- Fearless about technology and desire to learn and improve tech skills
- Flexibility to step in, help and do whatever is needed to support our programs, our teachers, our parents, and our students

Salary & Benefits

- Full time position
- Vacation time off concurrent with school calendar
- High caliber health and dental benefits available
- School aged children are able to attend Acera's after school and summer programs free of charge when faculty are working.

Application:

- Please submit cover letter, resume philosophy of education and pedagogical beliefs, philosophy of management, and definition of leadership. Include salary expectations and job concept / hopes and expectations to: [hiring@Aceraschool.org](mailto: hiring@Aceraschool.org)



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Anticipated start date: August 15, 2017 ideally along with participation in staff collaboration workshop week in June and some summer time planning meetings.

For more information please contact:

Courtney Dickinson, Founder & Director

hire@aceraschool.org

www.aceraschool.org

Equal Opportunity Employer

Acera is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability as defined and required by state and federal laws.