



## Academic Dean – 2010-2011

ACE Charter School, a 5th-8th grade middle school which propels low-achieving students to academic proficiency, is seeking an Academic Dean for the 2010-2011 academic year. The school opened in August of 2008 with 100 5th graders and 6<sup>th</sup> graders, and will grow to a capacity of 450 students by 2011.

ACE Charter School is located in the Mayfair neighborhood of East San Jose. The school's mission is to recruit its target students—5<sup>th</sup> and 6<sup>th</sup> graders scoring Far Below Basic or Below Basic on the California Standards Tests—and provide them with the acceleration, individualized instruction, coaching, and emotional capital they need to achieve success in high school and beyond.

**The most important element of the Academic Dean's role is to provide a reliable path to 8<sup>th</sup> grade Proficiency in English-Language Arts and Algebra for the school's target Far Below Basic or Below Basic student.** ACE is looking for an Academic Dean who will take personal responsibility for do everything it takes for every child to make sufficient growth to meet the school-wide goal of grade-level proficiency for all.

The 2010-2011 academic year will be the third year of operation for ACE Charter School. As such, we are not just looking for educators, but founding staff members. We need people who can function in a fast-paced, ambiguous setting, who demonstrate flexibility, creativity and persistence. We need people equally committed to the near-term goal of building a great school as well as the legacy-building necessary to ensure that ACE Charter School can build a strong foundation for all future ACE schools.

### School Model Overview

To achieve the goal of academic proficiency for all by the end of 8<sup>th</sup> grade, ACE's academic model is based on:

- Highly personalized academic program in which half of a student's schedule is adapted quarterly in response to achievement data
- An extended school day with interventions and electives offered in the afternoons
- An emphasis on creating a culture of *ganas* (a Spanish word meaning will or desire) and optimism for students for whom academic success has been difficult
- A mix of highly scaffolded, rigorous standards-based classes, intensive acceleration and intervention in Reading and Math, and rich elective courses that support the school's culture of *ganas* and optimism.

### **Job Description**

The Academic Dean, in collaboration with the Principal, will serve as an architect of the school's academic program. Key facets of the job include:

- Leading and evaluating the ongoing development of core curricula and intervention curricula to build a clear path to 8<sup>th</sup> grade proficiency for all students
- Ensuring that teachers have the tools to provide students with multiple paths to success
- Leading teachers in making a classroom and schoolwide culture that honors incremental progress while demanding and rewarding effort and discipline

The Academic Dean's coaching helps each staff to be better equipped in their pursuit of high expectations for themselves and others. The Academic Dean should be people-oriented, data-driven, organized, able to influence and motivate others, adaptable, a strong communicator, and focused on achievement and instruction.

### **Key Responsibilities:**

- To design and continually refine the school's academic program (core curricula, interventions, electives, co-curricular offerings) to successfully propel all students to **One Quintile A Year (OQAY) growth each year<sup>1</sup>**
- To lead teachers in the use of the school's detailed data analysis tools to drive instructional practices, re-teaching strategies, and interventions
- To design, implement and evaluate a professional development program that ensures that all ACE staff have the capacity to provide students with multiple pathways to success
- To manage the quarterly data cycle process where each student gets a new schedule every seven weeks based on progress toward proficiency
- To regularly facilitate staff, department, and 1:1 meetings to support school-wide and individual teacher goals
- To consistently guide ACE school culture where students, educators, and members of the school community demonstrate ACE's core values, beliefs, and behaviors
- To manage the Response to Intervention (RtI) Program, including web-based curricula, paraprofessionals and hourly staff
- To manage self and others in a manner that creates a healthy environment where staff feel challenged, but also fully supported and valued
- To promote innovation that influences and improves the entire school from within

### **Qualifications**

It is critical that the Academic Dean hold and demonstrate the inherent belief that all students can achieve academic success and be on the path to college, regardless of their circumstances.

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<sup>1</sup> For candidates not familiar with the California state tests, students scores are broken into quintiles: Far Below Basic, Below Basic, Basic, Proficient and Advanced. If ACE students make One Quintile A Year (OQAY) growth, they will reach at least Proficiency by the end of 8<sup>th</sup> grade

**Primary job qualifications:**

- Belief in academic proficiency for all students, regardless of circumstances
- 3+ years experience teaching in an urban classroom with significant, measurable gains in student achievement, especially previously low-achieving students
- Commitment to creating a school atmosphere where students learn to be active, disciplined learners
- Strong leadership and communication skills and personal drive
- Relentless pursuit of high expectations
- Ability to build partnerships with community organizations
- Strategic planning experience
- An entrepreneurial, flexible spirit

While not mandatory, the ability to speak Spanish is highly desirable

**Compensation:**

- Commensurate with experience

To apply, please submit the following items to Ms. Vanessa Sifuentes, ACE Charter School Principal:

- Cover letter
- Resume
- Two (2) references or two (2) letters of recommendation
- Copy of a valid CA teaching credential

Application materials can be submitted via email to [careers@acecharter.org](mailto:careers@acecharter.org) or via fax at 408-729-3952. Any questions, please call ACE Charter School at 408-729-3920.