



Cross Classroom Substitute and Curriculum Documentation Specialist July 2021

Acera: The Massachusetts School of Science, Creativity and Leadership
Winchester, MA (8 miles north of Boston)

Overview: Acera seeks a dynamic, motivated, and dedicated professional to support learning and growth across the day program and our public school outreach arm, AceraEI. The cross-classroom teacher will provide instructional support and substitute coverage for the full range of subjects and ages in our K-10 STEAM school, while creating rich and accessible documentation of our program for both internal and external audiences and designing and teaching after school enrichment classes.

This role is for you if you:

- Have exceptional writing skills
- Have an interest in gifted education and progressive education
- Have some background in education but want to learn and build your experience. You might have a teaching degree but minimal teaching experience, or some experience but little or no training in education
- Are creative, articulate, flexible, and collaborative
- Have strong initiative, efficiency, and executive functioning skills
- Believe in the primacy of student growth over a focus on perfection
- See yourself in our core values and learning approach, as outlined on our website: www.aceraschool.org

And you aspire to be an educator who:

- Deeply understands and skilfully employs inquiry-based, project-based, and hands-on learning
- Successfully meets the educational and social-emotional needs of all students, including using intentional strategies for students with a range of neurological, learning, racial, gender, and cultural identities
- Creates supportive, student-centered learning communities
- Cultivates lifelong [core capacities](#) in students

The expectations for this position are:

- About 50% of your time will be spent documenting Acera programming through observations and interviews, producing regular blog posts, videos, and lesson and unit plans for the AceraEI Virtual Toolkit, an open-source platform for project-based, inquiry-driven and interdisciplinary curricula. Include documentation of philosophy, evidence, and school norms which will support school change.
- Provide substitute coverage for classes in all subject areas for grades K-10. As a school-wide substitute, get to know and experience innovative school practices, which will serve as a vital backdrop for curriculum documentation work.
- Supervise lunch and recess daily
- Design and lead 1 weekly after school class
- Through observation, student and teacher interviews, and review of teaching materials and student work, create robust documentation of high-quality project-based and inquiry-based learning within Acera's program
- Participate in weekly coaching and ongoing professional development



The Massachusetts School of
Science, Creativity and Leadership
approach. Our teachers

style. This is not a traditional “in charge teacher who dispenses knowledge” approach. Our teachers serve as facilitators who enable student learning in a way customized for student abilities and interests.

- Communicate openly, with honesty and compassion
- Additional paid duties may be available to add on, such as early drop off and late pickup supervision.

Send resume, cover letter, and your salary expectations to: hiring@aceraschool.org

Acera Vision:

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 students’ unique capacities, needs, and passions. Our mission, across all of our programs, is to develop the next generation of innovators, leaders and creative thinkers who can become the best versions of themselves and make a positive impact in the world.

The Acera School day program provides students with unbounded access to learning, offering gifted students the opportunity to learn according to their ability, not age. We support our students’ innate curiosity and love of learning with an interdisciplinary, hands-on learning approach that emphasizes freedom to thrive over pressure to achieve. Acera’s enrichment programs (after school, summer, and vacation week camps) are open to the public. 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.

AceraEI is our outreach arm, focused on catalyzing education innovation in public schools, leveraging real-world innovations, and evidence based pedagogy, and practices and models from our lab school to support public school change. AceraEI supports education innovation by partnering with schools, tailoring curricula and “Tools to Transform Schools” to each school’s needs, and offering professional development workshops which enable teachers to be facilitators of inquiry and teacher leaders in their classrooms.

Qualifications:

- Bachelor’s degree required
- Some experience working with children
- Training and/or background in education, educational research and policy, journalism, or other writing field preferred. Recent college graduates with internship or part-time work experience are encouraged to apply
- Highly organized with strong time and project management skills
- Exceptional written and verbal communication skills, with ability to meet writing deadlines consistently and efficiently
- Experience setting norms for student safety
- Deep care for student growth, happiness and authentic engagement
- Flexible and adaptable; able to cope with vibrant, busy environment and see obstacles as opportunities
- Collaborative working style with colleagues and students
- Strong communication and interpersonal skills
- Mac and G-Suite proficiency required; social media and basic web design skills desirable



At The Massachusetts School of
Science, Creativity and Leadership
Please submit resume and cover letter to [hiring@aceraschool.org](mailto: hiring@aceraschool.org)

Courtney Dickinson, Founder & Director and Kim Machnik, Curriculum, Instruction, and Professional Learning
Coordinator

[hiring@aceraschool.org](mailto: hiring@aceraschool.org)

[www.aceraschool.org](http:// www.aceraschool.org)

Anticipated Start Date: August 30, 2021

Equal Opportunity Employer

Acera is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

Conditions of Offer:

You must provide documentation of a completed COVID vaccination series.

All offers of employment are contingent upon CORI, SORI and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.