



## Education Innovation Program Manager

AceraEI (Acera Education Innovation) is looking for a full time experienced Program Manager to support the work of our Education Innovation program in helping connect rich STEM inquiry based programming with our public school partners in Massachusetts and beyond. This includes but is not limited to:

- designing STEM open-ended creative and hands on curriculum
- coaching of teachers to modify their curriculum to make it more hands on and inquiry driven
- facilitating and supporting professional development trainings and meetings for teachers, partner organizations, school leaders, parents, and school staff
- assembling materials for a range of programming, including afterschool and enrichment in addition to school based programming
- overseeing the delivery of Professional Development Points (PDPs) for MA public school educators
- observing and meeting with Acera School teachers to understand, document, and translate the work that they are creating for a public school audience
- designing program evaluation to track and measure program growth
- supporting grant writing and tracking of deliverables
- supporting the director to execute other program related projects

### About Acera

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. The Acera School day program provides students with unbounded access to learning, offering high-capacity students opportunity according to their ability, not age. Acera's enrichment programs (after school, summer, and vacation week camps) are open to the public, and our Education Innovation (EI) efforts are actively engaged in public school projects to support educational change. Acera EI partners with organizations beyond our walls, creating programs rich in sciences, technology, engineering, creativity, and the 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 develop the next generation of innovators, leaders, and creative thinkers who can make a positive impact in the world. Our flagship programs include partnerships with public schools where we serve as a consultant, helping design and deliver professional development, as well as teacher training programs, including our Life Sciences Change Agent Teacher Program.

Learn more about Acera EI at <https://ei.aceraschool.org/>



Learn more about how we teach at [www.aceraschool.org/how-we-teach](http://www.aceraschool.org/how-we-teach).

## Job Duties & Responsibilities

The ideal candidate will be....

- familiar with Next Generation Science Standards/MA Frameworks for Science and Engineering
- flexible and adaptable in a start-up non-profit organizational culture
- familiarity with public school contexts/policy would be good, since this role is a bridge between two very different organizational structures and systems.
- have a progressive education background and/or belief system that supports students having choice, voice, freedom and opportunities to be innovative and creative.
- skillful in program evaluation, particularly in identifying surveys, rubrics, or other assessments for K-12 settings in the “four C’s” - creativity, communication, collaboration, and critical thinking - among other targeted outcomes of EI programs
- have a background in STEM education, ideally in the sciences or technology, robotics or engineering, with the ability to design and train others on quality hands on and open ended instructional design
- culturally competent, understanding the process to assess needs and how to partner with diverse communities and partner organizations, with deep respect for the work of public schools.
- highly accountable and organized, being responsible for both program execution and detail management (from leading an agenda to ensuring that the rubber bands are ordered for each science take home kit).
- This position is hybrid, but spending time at the Acera School to observe and translate cutting edge practice is a critical part of the job.

## Qualifications

- Exceptional communication and interpersonal skills including outstanding writing and public speaking skills plus the ability to interact comfortably and collaboratively with a variety of people and present before large and small audiences.
- Excellent project management skills, including the ability to manage in multiple directions across partners, keeping projects on track while working with a diverse team.
- Ability to independently establish and manage multiple, and often competing, priorities and maintain accurate records.
- Proficiency in Word, Excel, Zoom, and Google applications as well as the ability to quickly learn and adapt to new programs.
- Relevant work experience in some of the following: Program management, STEM Education, Instructional Design, Facilitating adult learners.
- Bachelor’s degree and relevant work experience



### **Term & Anticipated Start Date**

Full-time, exempt, year-round position. Start date negotiable for Summer or Fall of 2022.

### **Salary & Benefits**

- Paid federal/state holidays plus school-year breaks.
- Two weeks of accrued vacation.
- Health, dental and vision benefits available, SIMPLE IRA.
- Free after-school and summer programs for children of eligible employees.

### **Working Conditions**

- Ability for occasional domestic and global travel.
- Prolonged periods standing and walking throughout school, classroom, and campus, including climbing stairs.
- Must be able to assist students who have physical difficulties.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist children throughout the day.
- Must be able to traverse the space and adjust one's tone and height, by bending or leaning to meet with children.
- Prolonged periods sitting and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **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 (as noted on the Form I-9) of your identity and work authorization.

### **Apply**

Please submit a cover letter, resume, and salary expectations to [hiring@aceraschool.org](mailto:hiring@aceraschool.org).

*August 2022*