

## Enrichment Program Manager

Acera is looking for an Enrichment Program Manager to join our team who will bring excellent communication skills and a sense of purpose and enable growth of our incredible program. They will implement and lead a high-quality, revenue-generating summer and enrichment program that is STEAM-rich. *Acera plans to aggressively grow our enrichment and summer programs over the next 2 years and seek a manager and leader who feels excited about that challenge!*

### 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. We also partner 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.

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 is an experienced professional, who has teaching, teacher coaching, organizational administrative, and business planning experience. The role includes overseeing enrollment, issue management, implementation, program formation in partnership with teacher entrepreneurs, and running the summer and enrichment after school / evening programs as a business. This position requires superior organization, accountability, communication and judgment.

Belief in progressive educational approaches is essential, as our program philosophy is that Teacher Entrepreneurs and Specialists design, craft, and lead their own enrichment program offerings. We empower our teachers as entrepreneurs in their programs, rather than follow age-based standards, consistent expectations across students, or particular curricula. We believe in removing the boundaries that can limit students (and teachers) from stepping into their best selves. We are focused on a student centered and individualized approach to learning, and embracing the "yes" when it comes to student choice and voice.

### **Role Expectations Include:**

- In concert with other Acera administrative and teaching staff, envision and implement programs for summer, after school, school vacation weeks, and grow into evenings and/or weekend community programming.
- Hire, train and manage staff and be prepared to be on-site to effectively oversee a high-quality, STEAM-rich program.
- Manage the enrichment program as a business, with profitability targets, and an overall business plan. Create clear revenue growth goals and track program revenue and expenditures.
- Manage communication with all enrichment families so that they know what to expect and how to best engage in program offerings.
- Collaborate with the operations team to establish systems and best practices for the safety and wellbeing of our programs and program participants.
- Manage feedback and issue resolution as needed, for teachers, parents, and students.
- Engage with our Marketing Lead to creatively market and extend outreach to enroll enrichment programs.
- Identify external organizations to partner with to broaden the enrichment offerings (Arts, athletics, etc).
- Collaborate with the business office staff to optimize use of enrollment tools and accurate financial reporting and business management for enrichment programs.

### **Qualifications**

- 5+ years of experience *getting things done* in a corporate, non-profit, or educational office environment. Management or coaching experience preferred.
- Confident and capable in situations of stress and conflict.
- Highly collaborative and effective coach and supporter of others.
- 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.
- Ability to independently establish and manage multiple, and often competing, priorities and maintain accurate records.
- Proficiency in Microsoft Office and Google Suite, as well as the ability to quickly learn and adapt to new programs.
- Bachelor's degree.

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

Full-time, exempt, year-round position. Start date as desired, by July 1, 2023.

–In the summer, job hours have more variety based on program needs, and support staff schedules. Operating hours for the summer program are between 8am and 6pm.

–During the school year, job hours are 10am-6pm, with an emphasis on being the administrator in charge for the after school program hours of 3pm-6pm.

–The Enrichment Manager works during the February and April break weeks.

### **Salary & Benefits**

- Salary Range 60K-70K
- Paid federal/state holidays, two weeks paid school-break in December.
- Four 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**

- 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.
- 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 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 our Director of Operations and Administration Sara Honeywell via email [sara@aceraschool.org](mailto:sara@aceraschool.org).