



Associate Teacher (Paraprofessional) (Bilingual Sp/Eng)– Non-Certificated

Overview

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. Voices College-Bound Language Academies exists to change that.

Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-immersion program. Every student, regardless of home language, graduates bilingual and biliterate in English and Spanish.

Role Summary

Voices Academies' Associate Teacher (AT) will be an inspiring and motivating educator who can work independently. Reporting to the principal, the ideal candidate will have an unwavering commitment to ensure that a student receives quality instruction, makes accelerated educational progress, and reaches or exceeds their academic goals. Associate Teachers will assist in the classroom and assist in the supervision, testing, and instruction of students; relieve the teacher of administrative tasks; implementing a variety of instructional programs as assigned/supervised by a credentialed teacher or administrator (ELD, intervention, skill development, covering for teacher, etc), and perform other duties as assigned.

Key Responsibilities

Assisting Teachers:

- Assist teacher in the management of student behavior to ensure all students are fully engaged in learning and assessing
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of each student as directed by the teacher
- Provide instruction to students with special needs in accordance with IEP utilizing support services as appropriate
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education
- Challenge and accelerate ALL students, no matter at what level they enter the classroom
- Assist teacher in assessing students and recording results
- Track student information and maintain accurate student records, as directed by the teacher
- Create an atmosphere through personal example and efficacious relationships with students which inspire academic achievement and enthusiasm for learning

- Provide Instruction under the supervision of a certificated teacher or administrator
- Tutor students as directed

Collaboration:

- Work collaboratively to achieve Voices' vision
- Work cooperatively with staff toward resolution of mutual concerns
- Collaborate closely with other teachers, consultants, and the principal to improve own and others' instructional practices
- Learn and use co-teaching practices to support instruction for all
- Reflect, improve and collaborate with colleagues, parents and community
- Confer with teachers, parents and/or appropriate personnel for the purposes of assisting in student evaluation as directed
- Assist other personnel and teachers as may be required for the purpose of supporting them in their work activities

Professional Activities:

- Actively participate in professional development activities, including retreats
- Foster strong school morale and academic achievement
- Participating in collaborative with teacher and parents, grade-level activities, and school-wide functions, events, and trips
- Perform duties such as cafeteria, yard duty, traffic duty and monitoring/interacting with students during the work day as assigned for the purpose of providing a safe and positive learning environment
- Supervise, instruct, and lead students independently as needed
- Other duties as assigned

Voices Academies Associate Teacher candidates will have the following

Required Qualifications:

- Having a High School Diploma AND one of the following:
 - Two years of college (48 units), or
 - A. A. degree (or higher), or
 - Pass a local assessment of knowledge and skills in assisting in instruction, or
 - B- or higher in at least 2 of the following courses: (English, Math, or Writing/Literacy) in college coursework
- Demonstrated passion for the mission, vision and values of Voices Academies with a deep commitment to improving the lives of students from low-income communities
- Excellent oral and written communication skills in English and Spanish
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders
- Commitment to accelerated educational progress of children
- Ability to work independently, have flexibility, and demonstrated success in working with school-age children
- Ability to work well independently and within a team environment; working efficiently,

- and exercising excellent judgment in making decisions
- Works well with in a high pressure environment

Preferred Qualifications:

- BA degree or Substitute Permit
- Knowledge of and experience working with low-income communities preferred
- Experience or commitment to public education, social justice, efficacy and equity
- Understanding of dual immersion instructional practices and school design and the unique characteristics of public charter schools is a plus
- High proficiency in Microsoft Excel, PowerPoint, Word, and Google Apps

Working Conditions:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional evening and or weekend work
- Occasional travel
- Willingness to be trained as needed

Prior to Employment: Once an offer has been extended, a candidate must meet the following criteria to receive a final offer:

- First Aid/CPR Certification
- Clear Criminal Background Check
- Valid TB Clearance

Key Compensation:

- Hourly Pay Range \$20.00 - \$25.00
- Medical benefits for full time
- Exceptional growth opportunities
- Retirement plan

Employment:

- Reports directly to Principal, Teacher
- Permanent Full Time or Part Time, Non-Exempt Position
- Position follows 10-month calendar
- At-Will Agreement

Voices College-Bound Language Academies is an equal opportunity employer.

It is the policy of Voices to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.



Dual Immersion Teacher - Certificated

Overview

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. **Voices College-Bound Language Academies exists to change that.**

Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. Every student, regardless of home language, graduates bilingual and biliterate in English and Spanish. As we expand to serve more traditionally underserved students, Voices seeks additional team members who share a commitment to its mission and believe joyful learning and world-class academic preparation are not mutually exclusive.

Role Summary

Voices Academies' Elementary Teacher will be an inspiring educator with an entrepreneurial spirit. Under the supervision of the Principal, teachers have the opportunity to create a learning environment and to plan an instructional program to fulfill the educational objectives of the grade level/classes assigned. The ideal candidate will not only be innovative, but also have an unwavering commitment to ensure that a student receives quality instruction, makes accelerated educational progress, and reaches or exceeds their academic goals. This role supervise associate teachers, student teachers, and parent volunteers when applicable.

Key Responsibilities

Teaching:

- Develop lesson plans consistent with California State Standards, instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Plan learning activities appropriate to subject(s), grade level(s), abilities, and cultural background of individual students.
- Create an atmosphere through personal example and efficacious relationships with students which inspire academic achievement and an enthusiasm for learning.
- Organize classroom systems/procedures/routines and manage student behavior to ensure all students are fully engage in learning
- Establish a culture of high expectations and college preparation for all students
- Teach for mastery and establish clear content and language objectives for all lessons, units, and projects
- Provide instruction to students with special needs in accordance with IEP utilizing

- support services as appropriate; participate in IEP meetings as appropriate.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education
- Challenge and accelerate ALL students, no matter at what level they enter the classroom
- Develop and evaluate independent study programs
- Implement Voices Instructional Guidelines and Best Practices at all times

Assessing:

- Monitor student's progress and evaluate the student's achievement in relation to learning objectives and revises learning objectives when necessary.
- Assess students regularly, records results, examine student assessment data, and refine classroom activities to differentiate instruction for each student
- Track student information and maintains accurate student records, including attendance.
- Analyze qualitative and quantitative student data
- Administer standardized tests and other school-selected tests in accordance with the school testing program.
- Plan, implement, monitor, and assess a classroom instructional program which is consistent with School and Board goals and Mission, and specific objectives based on assessment of student needs.

Collaboration:

- Work collaboratively to achieve Voices' vision
- Work cooperatively with staff toward resolution of mutual concerns.
- Collaborate closely with other teachers, consultants, and the principal to align curriculum across subjects, improve own and others' instructional practices and share best practices
- Participating in collaborative curriculum development, grade-level activities, and school-wide functions, events, and trips
- Reflect, improve and collaborate with colleagues, parents and community
- Identify unique student needs and collaborates with other team members and outside service providers to diagnose and address learning challenges
- Mentor and co-plan with Associate Teacher; keeping him/her informed of weekly plans and goals

Professional Activities:

- Actively participate in professional development activities, including retreats
- Demonstrate knowledge of, and support, Voices mission, vision, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior and teacher compact.
- Participate in daily grade-level meetings and professional development
- Attend evening and weekend school programs and parent meetings as needed.
- Motivate and organize parent involvement and foster strong school morale and academic achievement
- Provide students and their families with regular and timely information on classroom

activities. Hold parent conferences and provide regular progress reports as required.

Voices Academies Dual Immersion Teacher candidates will have the following

Required Qualifications:

- Bachelor's degree required
- CA Credential: Multiple Subject or eligible for intern credential
- Valid bilingual authorization (BCLAD or equivalent , BCC, ELD, or LDS, etc.)
- Knowledge of subject matter, including California Common Core Standards
- Demonstrated passion for the mission, vision and values of Voices Academies with a deep commitment to improving the lives of students from low-income communities
- Excellent oral and written communication skills in English and Spanish.
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders.
- Commitment to accelerated educational progress of children.
- Experience or commitment to public education, social justice, efficacy and equity.

Preferred Qualifications:

- Knowledge of and experience working with low-income communities preferred
- Entrepreneurial spirit, flexibility, and demonstrated success in building a dual-immersion curriculum.
- Understanding of dual language instructional practices and school design and the unique characteristics of public charter schools is a plus.
- High proficiency in Microsoft Excel, PowerPoint, Word, and Google Apps
- Ability to work well independently and within a team environment; working efficiently, and exercising excellent judgment in making decisions.
- Tolerate high levels of stress

Working Conditions:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional evening and or weekend work
- Occasional travel
- Willingness to be trained as needed

Prior To Employment: Once an offer has been extended, a candidate must meet the following criteria to receive a final contract:

- First Aid/CPR Certification
- Employment Eligibility
- Cleared Criminal Background Check
- Valid TB Clearance

Key Compensation:

- Highly competitive salary

- Medical benefits
- Exceptional growth opportunities
- Retirement plan

Contract:

- Reports directly to Principal
- Permanent Salaried, Exempt Position
- At-Will Contract

If you have any questions about this position, please contact our hiring team by email at jobs@voicescharterschool.com. Thank you.

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It is the policy of Voices to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.



Business Manager - Non-Certificated

Overview

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Role Summary

Voices Academies' Business Manager (BM) will be an inspiring leader with an entrepreneurial spirit and a member of the School Leadership Team. Reporting to the Principal and Network Operations Manager, the Business Manager will oversee and directly manage non-academic staff, which includes clerks, cafeteria staff, and janitors. The ideal candidate will not only be innovative, but also have an unwavering commitment to implement school policies and procedures fairly and consistently. The BM will be responsible for the planning, coordinating and supervising the day-to-day business operations of the school and front office, and serves as the administrative aid to the Principal. Key areas of responsibility include: operations, student records, student recruitment, community relations, and finances. The ideal candidate for this position is systematic, entrepreneurial, community-builder, detail-oriented, and fiercely organized. In addition, this candidate must deeply believe in the Voices Academies mission and school model and be fully committed to achieving it.

Key Responsibilities

School Operations:

- Maintaining a consistent processes that ensures the school embodies the values and high expectations of Voices' mission and vision and core values
- Coach and oversees two (2) business clerks, janitors, food service staff, site technician
- Develop a strong culture among the school operations team.
- Manage communications, including but not limited to phones, mail, and relay information, messages and directives from the Principal
- Provide information and answer questions of all constituencies regarding school programs, policies, procedures and regulations

- Arrange and schedule meetings, appointments, and interviews for the school (e.g. parent meeting, interview candidates, etc.)
- Oversee the maintenance of confidential files including, but not limited to, student attendance, assessments results, emergency and family information, academic and health records
- Responsible for maintaining students' cumulative files including, but not limited to, test scores, discipline citations, medical reports, and records.
- Maintains a variety of manual and electronic files and/or records (e.g., program participation, contact sheets, agency referrals) for the purpose of providing required information and documentation
- Under supervision of Principal, oversee, provide training, supervise, and evaluate hourly staff
- Promote a positive college going environment, including campus supervision during class transitions and classroom observations
- Coordinate translation and distribution of publications, including the school newsletter.
- Actively participate in the Leadership Team, as well as school committees such as the Voices Academies Parent Advisory Committee
- Establish and maintain professional and cooperative working relationships with all stakeholders: students, families, staff, supervisors, and community partners

Meal Service:

- Monitor the student lunch program, including all communications with the food provider and with students and their families
- Oversee and train staff managing daily food operations, ensuring a high quality of service and that all necessary safety precautions are followed
- Provide Food Service Staff support in resolving any issues related to meal service equipment and timely delivery
- Oversee dissemination, collection, and data entry of Free and Reduced Lunch Forms for every student
- Oversee state Lunch Verification application process and Lunch reimbursement claims, creating district monthly lunch reports and updating the database on a quarterly basis

School Safety:

- Develop and oversee campus supervision plan and schedule
- Conduct and record monthly site safety security procedures such as scheduled fire drills, shelter in place drills, and lockdown drills
- Ensure evacuation maps, fire extinguishers, and emergency supplies are in each classroom and common space
- Administer basic first aid, distribute medications, and maintain injury reports

Compliance:

- Generate and submit reports needed for NCLB compliance via CBEDS and CALPADS including student and staff demographics, class courses and sections, English Learners and other state federal requirements, and other mandated reports on time and accurately

- Provide timely and effective communications to the HR Manager regarding incidents and/or situations that might impact Voices Academies as a whole or as a school site
- In coordination with the HR Manager and Principal oversee the orientation process of all new employees at the school site. To ensure understanding and agreement with the roles and responsibilities of Voices Academies staff as detailed in the Employee Handbook
- Under supervision of the Human Resources Manager, maintain school staff files including employment and withdrawal employment time tracking as it relates to grant management, professional development and sick leave tracking
- Oversee preparation and audits of student enrollment and attendance reports, to ensure accurate processing of all state and county attendance reports (20 day, P1, P2, and PA) via CWA reports and Principal Apportionment Attendance Software

Student Enrollment/ Registration Process:

- In conjunction the Parent Engagement Manager, coordinate all aspects of recruitment, enrollment, and registration for new students
- Coordinating community events, information meetings, school tours, and the open enrollment period
- Manage process of random public lottery in compliance with state law and the school charter
- Coordinate all aspects of enrollment and orientation, including family notification, preparation of student information packets, student registration, student and family orientation, and school tours
- Maintain an annual waiting list, including notification of families when spaces are available.
- Complete End of Year and Start of Year Process for PowerSchool, ensuring all student demographic data is entered in an accurate and timely manner
- Maintain current knowledge of PowerSchool and its functions, training other staff members as necessary

Student Attendance:

- Oversee the execution and review of the submission of absence reports, substitute forms, and timesheets
- Provide frequent ADA (average daily attendance) updates and trends to Principal and school leadership
- Oversee accurate implementation of the Independent Study process for students, with particular focus on maintaining records for audit trail

Finance:

- Oversee the Business Clerk in executing payroll process, purchase orders, vendors
- Manage office facilities, equipment, furniture, supplies, and vendors
- Administer all insurance requirements
- Support in the production and/or produce reports as needed by the Principal and school administration team

Voices Academies Business Manager candidates will have the following:

Required Qualifications:

- Bachelor's degree or equivalent experience
- Minimum 3 experience in operations, human resources, data management, finance and/or administration
- Demonstrated passion for the mission, vision and values of Voices Academies with a deep commitment to improving the lives of students from low-income communities
- Excellent oral and written communication skills in English and Spanish
- See oneself as an ambassador of the school, presenting oneself both positively and professionally at all times and with all constituents
- Ability to work well independently and within a team environment; working efficiently, and exercising excellent judgment in making decisions
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders
- Experience or commitment to public education, social justice, efficacy and equity

Preferred Qualifications:

- Knowledge of and experience working with low-income communities preferred
- Proven track record of success managing school employees to achieve ambitious goals
- Entrepreneurial spirit, flexibility, and demonstrated success in school operations
- Understanding of dual language instructional practices and school design and the unique characteristics of public charter schools is a plus
- High proficiency in Microsoft Excel, PowerPoint, Word, and Google Apps
- Tolerate high levels of stress

Working Conditions:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs
- Occasional evening and or weekend work
- Occasional travel
- Willingness to be trained as needed

Prior to Employment: Once an offer has been extended, a candidate must meet the following criteria to receive a final contract:

- First Aid/CPR Certification
- Clear Criminal Background Check
- Valid TB Clearance

Key Compensation:

- Highly competitive salary
- Medical benefits
- Exceptional growth opportunities
- Retirement plan

Contract:

- Reports directly to Principal and Network Operations Manager
- Permanent Salaried, Exempt Position
- At-Will Contract



Principal Bilingual (Sp/Eng)- Certificated

Overview

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Role Summary

Voices Academies' Principal will be an inspiring and motivating instructional leader who can work independently. Reporting to the Principal Manager, the Principal forms part of the school's leadership team. The principal oversees Teachers, Associate Teachers, and school support staff. The ideal candidate will have an unwavering commitment to ensure that students receive quality instruction, make accelerated educational progress, and reach or exceed their academic goals. The Principal is responsible for Voice's academic, operational, fiscal, and organizational management and success including supervising instruction and conducting the evaluation program for all staff. Additionally, this position will provide guidance and support in the classroom as appropriate. The Principal will be a site-based leader and a relationship builder who is excited to interact with teachers, staff, students, parents, the CEO, Board members and the community. This leader will be data-driven and ensure performance objectives are met which include academic, financial and compliance with the Charter.

Key Responsibilities

School Leadership:

- Manage and oversee all daily school operations, including student admissions and discipline, facilities, food service, front office, school scheduling, etc.
- Develop and implement a school-wide and individual staff development plan and provides ongoing support and coaching to teachers to help them meet their individual professional development plan goals; plan, lead, and conduct staff professional development and staff meetings

- Create an effective, collaborative team of people jointly responsible for the attainment of school goals by coordinating the work of all school educators and volunteer staff
- Maintain appropriate channels of communication within the school and ensures that staff is informed about relevant federal, state, and county laws, policies, regulations and procedures, and matters related to the improvement and welfare of the students
- Submit recommendations to the CEO or CAO relative to all matters requiring Board action or attention, together with the materials needed for informed decisions
- Works collaboratively with the business manager and the COO
- Manage some human resources at school site, including advising the CEO or/and COO regarding the leave, classification, resignation, promotion, suspension or dismissal of school employees; interview, train, supervise and evaluate staff.

Program Management:

- Serve as the schools' instructional leader, including ensuring that the school mission and instructional program are being effectively implemented in each classroom
- Monitor the school's instructional and operational accountability, including collecting, analyzing, and reporting school and student performance data; under appropriate circumstances, makes recommendations to the Board as needed
- Use data (instructional and operational accountability) to develop school priorities and to drive decision-making
- Enforces attendance policy for staff and students
- Continuously observe the instructional program and provides the CEO with regular evaluations of school programs and student progress
- Study the curriculum and makes decisions regarding the course of study, major changes and time schedules, and sound programs
- Is responsible for recommending suspensions or expulsions as necessary
- Participate in student study teams and IEP meetings

Non-instructional Operations:

- Make recommendations to the COO regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, and equipment
- Annually prepare and submit the school's budget for the upcoming year, revise this budget or take other related action as the Board /CEO designates
- Maintain and update adequate census and scholastic records, business and property records, and personal records as applicable
- Manage all expenditures in accordance with Board policy and within Board-approved appropriate limits

Community Engagement:

- Develop and maintain cooperative, collaborative working relationships with and among various stakeholders, including staff, students, families, Board members, District personnel, and the broader community
- Represent and advocate for the Board in relationships with city, county and state

governments, private agencies, and the school community

- Ensure the community is informed about school matters through appropriate informational materials
- Serve on local committees such as ELAC, VPAC, Schools Leadership, etc.
- Participate in appropriate community organizations and functions to obtain support for the attainment of school goals
- Develop and maintain cooperative, collaborative working relationships with and among various stakeholders, including staff, students, families, Board members, District personnel, and the broader community
- Serve as the school's spokesperson. Exhibit professionalism when communicating with staff, students and parents/guardians; manages formal complaint policies and conflict resolution between staff/students, staff/staff, staff/parents
- Facilitate and build community among people from diverse backgrounds and perspective

Voices Academies Principal candidates will have the following:

Required Qualifications:

- BA/BS Degree in Education or related field
- CA Multiple Subject Clear Credential with Bilingual Authorization (BCLAD/CLAD) or out of state credential
- Demonstrated classroom level achievement results
- Skill in fiscal management
- Demonstrated passion for the mission, vision and values of Voices Academies with a deep commitment to improving the lives of students from low-income communities
- Minimum 3 years working with similar student and community demographic
- Excellent oral and written communication skills in English and Spanish
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders
- Commitment to accelerated educational progress of children
- Experience or commitment to public education, social justice, efficacy and equity
- Ability to work well within a team environment; working efficiently, and exercising excellent judgment in making decisions
- Works well in a high pressure environment

Preferred Qualifications:

- Masters Degree in Education
- Tier II Administrative Credential
- Understanding of dual immersion instructional practices and school design and the unique characteristics of public charter schools is a plus
- Knowledge of and experience working with low-income communities preferred
- Proven track record of success managing school employees to achieve ambitious goals
- Can work independently, have flexibility, and a demonstrated success in Administration,

Organizational Management

- Successful completion of results-oriented leadership training program (ex. Innovate Fellowship, NLNS)
- High proficiency in Microsoft Excel, PowerPoint, Word, and Google Apps

Key Competencies– Finally, the ideal candidate must hold the following personal and professional competencies:

- Leadership – Couple strong management with excellent interpersonal skills in leading an organization in one's functional domain
- Relationship – Develop relational trust across constituencies, by maintaining a positive attitude with students, parents and staff, while also maintaining confidentiality
- Organization – Be intensely execution-oriented and frighteningly organized, allowing one to work in a fast paced, but sometimes unpredictable, environment
- Perspective – Combine maturity, humility, a strong work ethic, a sense of humor, and a roll-up-my sleeves attitude to celebrate successes as well as navigate times of ambiguity and high levels of stress
- Professionalism – See oneself as an ambassador of the school, presenting oneself both positively and professionally at all times and with all constituents

Working Conditions and Employment:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional evening and or weekend work
- Occasional travel

Employment:

- Reports directly to Managing Director of Schools
- Permanent Salaried, Exempt Position
- Position follows a 12 month calendar
- At-Will Contract

Compensation and Employment Requirements:

- Annual Salary Range: \$120,000 - \$130,000
- Medical benefits, exceptional growth opportunities, retirement plan
- First Aid/CPR Certification
- Clear Criminal Background Check
- Valid TB Clearance