

1. Dual Language Dean of Instruction

About LEEP Academy

LEEP Dual Language Academy Charter School is a new and growing elementary school in Sunset Park, Brooklyn. We use the research-based 90:10 model of Spanish language immersion that helps all students achieve in all subjects while also becoming bilingual and bi-literate. In the 2021-22 school year, we will grow to serve students in grades K-3, using instructional techniques from high-performing charter schools and the best dual language programs in the nation.

Our school community is linguistically, racially, and socioeconomically diverse, and we are committed to being a good neighbor in Sunset Park for decades to come. We are located at 54th Street and 5th Avenue, in a private building with a long-term lease.

Seeking Dual Language Dean of Instruction

As we expand our leadership team, we're looking for an experienced dual language educator to join us as a Dean of Instruction. This is a full-time, in-person position. The job is to empower our teachers to help every student reach academic excellence in Spanish and English. Does this describe you?

- You have native-level fluency in Spanish and English. That means that, in both languages, you can read and write professional documents such as lesson plans; carry on academic conversations with parents and colleagues; and teach academic concepts with native-speaking students.
- You have at least 5 years of teaching experience with demonstrable academic results. You know how to plan and deliver a lesson, connect with students, check for understanding, and turn data into improved teaching and learning—and you think you can help teachers develop these skills, too.
- Preferably, you have experience with dual language instructional models, in which students learn academic content in two languages. LEEP Academy uses a whole-school, 90:10, two-way immersion model, but experience from any variety of dual language education is applicable.
- You have experience coaching teachers, or feel ready for coaching as the next step in your educational career. You've thought carefully about what it means to balance directive and reflective feedback, and you enjoy building relationships with developing teachers.

- You want to join a school community that is safe and orderly while treating every student and family with dignity. You think all children deserve a strong foundation in math and literacy, without overlooking science, the arts, and social-emotional development.
- You work really hard. You stay organized. You hate to be unprepared.

Dean of Instruction / Instructional Coach Role

The Dean of Instruction will report to the Principal and work closely with LEEP Academy's existing Instructional Leadership Team. He or she will:

- Observe, coach, mentor, and evaluate a cohort of teachers;
- Support the implementation of academic systems, including curriculum adaptation; lesson planning; assessment; data analysis; and interventions;
- Plan and execute professional development throughout the school year based on school needs;
- Support the lesson planning process and provide weekly feedback to teachers on their lessons;
- Identify problems in academic performance and recommend and implement solutions in a timely manner;
- Build professional relationships with teachers that support their development;
- Reinforce positive student behavior and establish rapport with students, helping to maintain a safe, positive and orderly learning environment for staff and students;
- In partnership with school counselors, address the social-emotional needs of students through the use of research-based strategies.

A more detailed job description will be shared as part of the hiring process.

At LEEP Academy, teachers teach from 7:45 to 4pm daily, with a lunch break and early release for professional development on Wednesdays. We plan lessons in detail, but not from scratch. We work together from a common set of high-quality curricula in English and Spanish. We collect and analyze formative and summative data. We differentiate instruction and work with families and service providers to meet each child's needs. We communicate and collaborate. We model our school's Core Virtues: *Cariño, Respeto, Valentía, Gratitud, y Alegría*.

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2. Dual Language Dean of Students

About LEEP Academy

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Seeking Dual Language Dean of Students

As we expand our leadership team, we're looking for an experienced professional to join us as a Dean of Students. This is a full-time, year-round, in-person position. The number one priority of this role is to engage with staff, students, and families to support students in reaching excellence academically and socially. ***Does this describe you?***

- You have native-level fluency in Spanish and English. This means that, in both languages, you can read and write professional documents such as lesson plans; carry on academic and behavioral conversations with parents and colleagues; and teach behavioral concepts and routines with native-speaking students.
- You have at least 5 years of professional experience, with leadership experience preferred.
- You've thought carefully about and understand what it means to balance warmth and empathy with firm expectations and accountability.
- Preferably, you have experience with dual language instructional models, in which students learn academic content in two languages. LEEP Academy uses a whole-school, 90:10, two-way immersion model, but experience from any variety of dual language education is applicable.
- You have experience working in or want to join a Responsive Classroom model. This is an evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness. When used

successfully, this model leads to increased student engagement, improved academic achievement, and decreased discipline problems.

- You have experience coaching adults and students, or feel ready for coaching as the next step in your educational career.
- You enjoy building and maintaining lasting relationships with others.
- You are open to feedback, have a growth mindset and are flexible and collaborative.
- You want to join a school community that is safe and orderly while treating every student and family with dignity. You think all children deserve a strong foundation in math and literacy, without overlooking science, the arts, and social-emotional development.
- You work really hard. You stay organized. You hate to be unprepared.

Dean of Students Roles & Responsibilities

The Dean of Students will report to the Principal and work closely with LEEP Academy's existing School Leadership Team. Some of the main duties this person will be responsible for are:

- Alongside the principal, help create traditions and practices that are aligned with our core values and make LEEP a special place to be;
- Build relationships with students and families, working in close partnership with Director of Family Experience to support families. Be the primary owner of building a strong school culture including student safety, attendance, uniform requirements, and homework. Collect and analyze data to proactively identify and problem-solve challenges;
- Help to create and maintain a safe, positive and orderly environment that is conducive to learning for staff and students.
- Own the implementation and oversight of our Responsive Classroom model. Support instructional staff to develop and implement effective and impactful classroom management practices.
- Follow established protocols to support students to re-engage in learning and teachers in applying appropriate behavior management strategies and consequences. Design and support the implementation and documentation of individual behavior plans and out of classroom consequences;

- Reinforce positive student behavior and establish rapport with students. Build professional relationships with students that support their development;
- Own the planning, training and execution of effective Routines & Systems in the classroom and in shared spaces/times (lunch, recess, hallways, assemblies, field trips)
- Create and support the execution of SEL program to address the social-emotional needs of students research-based strategies and in partnership with school counselors.
- Maintain accurate and up-to-date student conduct data and records regarding interventions, conferences held, awards and acknowledgements, suspensions, and communication with families;
- Serve as the critical point person for acute or crisis student behavior concerns;
- Plan and execute professional development throughout the school year based on school needs;
- Execute special assignments and other duties as designated by the principal.

At LEEP Academy, teachers and leaders work in the range of 50-55 hours per week. This is a yearly/12-month position with our core work hours being from 7:15am to 4:30pm daily, including a lunch break and prep period. Students are dismissed at 3:15pm daily, and at 1:30pm on Wednesdays to allow for staff professional development.

We work together from a common set of high-quality curricula in English and Spanish. We collect and analyze formative and summative data. We differentiate instruction and work with families and service providers to meet each child's needs. We communicate and collaborate. We model our school's Core Virtues: *Cariño, Respeto, Valentía, Gratitud, y Alegría*.

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3. Dual Language Associate Teachers, K-3 - School Year 2021-2022

About LEEP Academy

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Teachers: Does this sound like you?

We're looking for bilingual Associate teachers who can help every student reach academic excellence in Spanish and English. Does this describe you?

- You have native-level fluency in Spanish and English. That means that, in both languages, you can read and write professional documents such as lesson plans; carry on academic conversations with parents and colleagues; and teach academic concepts with native-speaking students.
- You have some experience teaching or working with children. You have at least a Bachelor's degree.
- You're serious about becoming a high-performing teacher who can plan a lesson, connect with students, make the most of every minute, check for understanding, and turn data into improved teaching and learning.
- You like the idea of teaching in Spanish most of the school day, even if you've never done it before.
- You like the idea of joining a school where teachers work as a team and receive frequent feedback to improve their practice. You're ready for an intense challenge, with help from a coach, a lead teacher, and experienced colleagues.
- You want to join a school community that is safe and orderly while treating every student and family with dignity. You think all children deserve a strong foundation in math and literacy, without overlooking science, the arts, and social-emotional development.
- You like to "nerd out" about teaching and the subjects you teach.
- You work really hard. You stay organized. You hate to be unprepared.

Teacher Roles

At LEEP Academy, we plan lessons in detail, but not from scratch; we work together from a common set of high-quality curricula in English and Spanish. We collect and analyze formative and summative data. We differentiate instruction and work with families and service providers to meet each child's needs. We communicate and collaborate. We model our school's Core Virtues: Cariño, Respeto, Valentía, Gracitud, y Alegría.

Teachers work in the range of 50-55 hours per week. Our core work hours are from 7:15am to 4:30pm daily, including a lunch break and prep period. (Students are dismissed at 3:15, except for Wednesdays when they leave at 1:30pm to allow for professional development.)

Lead teachers co-teach with a full-time associate teacher in kindergarten and share an associate teacher in older grades. General education and special education lead teachers to co-teach in one ICT classroom per grade.

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4. Dual Language Teachers, K-3 - School Year 2021-2022

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Teachers: Does this sound like you?

We're looking for bilingual teachers who can help every student reach academic excellence in Spanish and English. Does this describe you?

- You have native-level fluency in Spanish and English. That means that, in both languages, you can read and write professional documents such as lesson plans; carry on academic conversations with parents and colleagues; and teach academic concepts with native-speaking students.
- You have at least two years of teaching experience. You have at least a Bachelor's degree and are certified or on the way to certification.
- You have elementary school teaching experience. You know how to plan a lesson, connect with students, make the most of every minute, check for understanding, and turn data into improved teaching and learning.
- You like the idea of teaching in Spanish most of the school day, even if you've never done it before. If you have mostly taught Spanish in the past, you feel prepared to teach every subject.
- You've worked at a high-performing school where teachers work as a team and receive frequent feedback to improve their practice. Or maybe you've tasted that style of teaching in a graduate program and want to obtain a job where you can keep improving.

- You want to join a school community that is safe and orderly while treating every student and family with dignity. You think all children deserve a strong foundation in math and literacy, without overlooking science, the arts, and social-emotional development.
- You like to “nerd out” about teaching and the subjects you teach.
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Teacher Roles

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Lead teachers co-teach with a full-time associate teacher in kindergarten and share an associate teacher in older grades. General education and special education lead teachers to co-teach in one ICT classroom per grade.

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5. Math Reading Intervention Teacher, Bilingual (Immediate Hire)

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Math & Reading Interventionist Position

The Math & Reading Interventionist will work with students in kindergarten who require an individual or small-group instruction and practice in reading and/or math. In close coordination with the principal, instructional coach, classroom teachers, and special educators, the Interventionist will help students gain fluency and confidence with foundational concepts and skills. As a key contributor to the school's RTI system, the Interventionist will administer screenings and assessments; deliver Tier II and Tier III interventions; monitor student progress; contribute to shared data systems, and attend data meetings.

For this specialized position, LEEP Academy seeks candidates with experience teaching students in a small-group context. Training in math instruction and phonics (e.g. Orton-Gillingham, Foundations) is desirable. Fluency in English and Spanish is required.

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Job Responsibilities

- Plan and deliver targeted lessons and practice sessions with kindergarten students, in-class or as pull-out sessions
- Coordinate with classroom teachers on lesson planning; checks for understanding; differentiation; and behavior management
- Conduct screenings and formative and summative assessments
- Co-create academic goals for students and data tracking systems; maintain accurate and up-to-date records related to student achievement, performance, and IEP goals
- Consult with parents and related service providers
- Emphasize multisensory learning approaches
- Work closely with the principal, instructional coach and special education coordinator to reach school goals

- Work with intensity and urgency to help every student reach grade-level expectations, understanding that past gaps in preparation are not indicative of any student's potential to meet and exceed state standards and embrace the challenge and joy of learning

Qualifications

- Bachelor's degree and at least three years of elementary teaching experience with measurable results.
- Training and experience in remedial math and reading interventions preferred.
- Strong Spanish language fluency, and English fluency.
- Strong organizational skills.
- Ability to work as part of a team.
- High expectations for all children.
- Strong orientation toward professional growth and continual improvement.

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6. Dual Language Special Education Teachers, K-3 - School Year 2021-2022

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- You have at least two years of teaching experience, including experience teaching special education. You have at least a Bachelor's degree and are certified or on the way to certification.
- You have elementary school teaching experience. You know how to plan a lesson, connect with students, make the most of every minute, check for understanding, and turn data into improved teaching and learning.
- You like the idea of teaching in Spanish most of the school day, even if you've never done it before. If you have mostly taught Spanish in the past, you feel prepared to teach every subject.

- You've worked at a high-performing school where teachers work as a team and receive frequent feedback to improve their practice. Or maybe you've tasted that style of teaching in a graduate program and want to obtain a job where you can keep improving.
- You know how to create plans for differentiated learning and adjust systems as appropriate to meet students' individual needs. You believe that all students can and should be held to high expectations when given the supports/scaffolds necessary.
- You want to join a school community that is safe and orderly while treating every student and family with dignity. You think all children deserve a strong foundation in math and literacy, without overlooking science, the arts, and social-emotional development.
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Teacher Roles

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