



Title:	Operations Associate	Duration:	11 months
Reports to:	Director of Operations	Start Date:	8/1/2019

Persistence Prep, a new K-8 charter school in Buffalo, invites passionate and committed educators to apply to the position of Operations Associate. Persistence Prep is founded on the belief that all students, regardless of race, disability, home language, socioeconomic status, or zip code can learn and achieve at high levels when held to the highest expectations. It is our mission to ensure that all students are firmly on the path to succeed within a four-year college and create positive change within their communities.

In the 2019-2020 school year, Persistence Prep will serve scholars in grades K-2 (two classes at each grade level). Persistence Prep will add a grade level each year until we are a fully enrolled K-8 charter school. We are looking for high capacity, energetic, detail oriented, and dedicated individuals to join our team.

Job Summary

The Operations Associate is an entry level role on our Operations team, responsible for supporting the operations and communications of Persistence Prep. Working collaboratively with the Director of Operations and office manager, the Operations Associate will be responsible for interfacing with families, managing school-wide communications, and assisting with operational, purchasing, and data systems to ensure teachers and students have what they need to reach our goal of strong student achievement.

Essential Functions

- Support the Director of Operations in maintaining an organized, highly detailed account of all invoices, receipts, and transactions.
- Maintain inventory supplies.
- Assist the Director of Operations with student recruitment and enrollment.
- Print weekly communication to families and distribute to classroom teachers.
- Assist with daily lifework checks and notifying parents when students have not completed assignments.
- Assist the Director of Operations with daily food service operations.
- Assist classroom teachers with essential tasks for instructional planning and maintenance of physical space.
- Collaborate with Director of Operations on facilities walkthroughs and maintenance.
- Collaborate with Dean of Culture on planning and executing field trip, after school, and enrichment opportunities.
- Collaborate with the Dean of Culture on planning and executing of family and community outreach events.

Competencies

- Commitment to uphold and execute upon the mission of Persistence Prep.
- Unwavering, high expectations for all scholars, with a belief that all children deserve access to a college education
- Clear and effective communication skills for diverse audiences including students, staff, families, and the local community.
- Extreme comfort in consistent interaction with families and community members from diverse backgrounds
- Ability to reflect on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes.
- Willingness to roll up sleeves and do whatever it takes to create a strong school environment; no task beneath the role
- Ability to thrive in a fast-paced environment and embrace multi-tasking a large number of projects

Persistence Prep Initials

[Job Description- Operations Associate]

Employee Initials



Job Qualifications

- High school diploma required; college diploma preferred
- Bilingual (written and spoken) preferred
- Strong attention to detail
- Strong organizational skills
- Ability to work effectively under stressful working conditions

Salary & Benefits

Persistence Prep offers a competitive salary, comprehensive health benefits, and retirement benefits.

Start Date

Persistence Prep staff will begin training and orientation on Thursday, August 1, 2019.

Apply Now

Please send a resume and optional cover letter to jformato@persistenceprep.org.

Commitment to Diversity

As an equal opportunity employer, Persistence Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected.

Persistence Prep Initials

[Job Description- Operations Associate]

Employee Initials



Title:	Teaching Fellow	Duration:	11 months
Reports to:	Director of Curriculum & Instruction	Start Date:	8/1/2019

Persistence Prep, a new K-8 charter school in Buffalo, invites passionate and committed educators to apply to the position of Teaching Fellow. Persistence Prep is founded on the belief that all students, regardless of race, disability, home language, socioeconomic status, or zip code can learn and achieve at high levels when held to the highest expectations. It is our mission to ensure that all students are firmly on the path to succeed within a four-year college and create positive change within their communities.

In the 2019-2020 school year, Persistence Prep will serve scholars in grades K-2 (two classes at each grade level). Persistence Prep will add a grade level each year until we are a fully enrolled K-8 charter school. We are looking for high capacity, energetic, detail oriented, and dedicated individuals to join our team.

Job Summary

The Founding Teaching Fellow will have a wide range of roles, be able to learn about both instruction and operations in the school and be developed for a lead teacher position. This individual must be highly flexible as the role will include a wide variety of tasks from classroom teaching, to supporting operations, and engaging with families. The role offers a great opportunity to join our team, receive development, and try on a variety of roles.

Essential Functions

- Writes and delivers lesson plans that are engaging and effective per student data
- Implements classroom instruction that supports the social-emotional growth of students
- Cultivates positive, collaborative relationships with families and consistent communication with families
- Assesses and evaluates student growth; action plans on class-wide, group-wide and individual basis in response to student data
- Creates a classroom culture that develops in students the PPA core values and independent learning skills
- Participates in an annual three-week staff orientation and training during the summer
- Completing all necessary school wide duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, participation in field trips, etc.) and other such duties as the school leaders may from time to time request
- Serving as a building-based substitute teacher when needed
- Completing other tasks and duties as assigned

Competencies

- Commitment to uphold and execute upon the mission of Persistence Prep.
- Unwavering, high expectations for all scholars, with a belief that all children deserve access to a college education
- Clear and effective communication skills for diverse audiences including students, staff, families, and the local community.
- Extreme comfort in consistent interaction with families and community members from diverse backgrounds
- Ability to reflect on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes.
- Willingness to roll up sleeves and do whatever it takes to create a strong school environment; no task beneath the role
- Ability to thrive in a fast-paced environment and embrace multi-tasking a large number of projects



Job Qualifications

- Bachelor's degree or expected Bachelor's degree by June 2019 with an overall GPA of 3.0 or higher
- Teaching experience in an urban public school or charter school setting preferred, but not required
- Bilingual (written and spoken) preferred
- Strong attention to detail
- Strong organizational skills
- Ability to work effectively under stressful working conditions

Salary & Benefits

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Start Date

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Commitment to Diversity

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Persistence Prep Initials

[Job Description- Teaching Fellow]

Employee Initials



TEACH. LEAD. CHANGE THE WORLD.

Persistence Prep seeks results-oriented, energized, collaborative and creative professionals who want to engage in the challenging work of growing a school that prepares **ALL** students for college and a life of opportunity.

We believe access to a high-quality education is a civil right, and will not rest until that right is realized for the students and families of Buffalo.

It's time to raise the bar, and change the game.

Join us.



We are hiring for the following positions for the 2019-2020 school year:

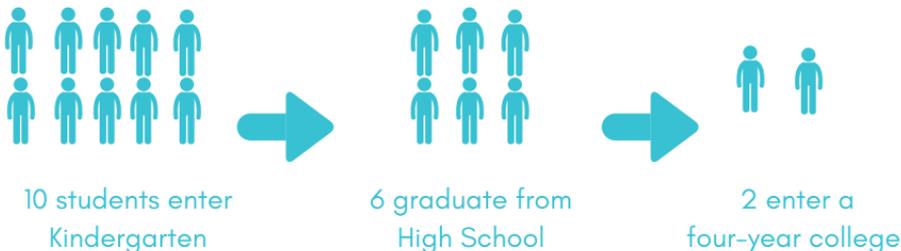
- Director of Curriculum & Instruction
- Behavior Intervention Specialist
- Kindergarten Teacher
- First Grade Teacher
- Second Grade Teacher
- Enrichment Teacher
- Special Education Teacher
- Teaching Fellow
- Operations Associate

jformato@persistenceprep.org

716.235.1520

WHY BUFFALO?

All across our nation, children have inequitable access to high-quality education because of factors such as race, socioeconomic status, home language and ability level. This inequity is particularly stark in Buffalo. Based on 2015-2016 data, our current reality paints the following picture.



At Persistence Prep, we refuse to accept this current reality, and hold an unwavering belief that access to a high-quality education is a fundamental civil right for ALL children. Join us, and help us ensure a 10-10-10 revolution for the students of Buffalo.

WHY PERSISTENCE PREP?



27 Full Days of Professional Development



Weekly Observations & Coaching



Collaborative Work Environment



Two Teacher Model in K-2 Classrooms



Able to Help Build & Shape Growing School