



ACE Preparatory Academy TEACHER JOB DESCRIPTION: Grades K-3

Do you want to help build a game-changing school?

Be a History-Making Teacher at ACE Prep!

Our School

ACE Preparatory Academy Charter School was unanimously approved by the Indiana Charter School Board and opened on the Northeast side of Indianapolis on August 1, 2016 to Kindergarten and First Grade scholars. ACE Prep began with the simple, unyielding belief that every child in our city deserves a top-notch education. Trained in the practices of the country's most successful urban schools by the nationally recognized non-profit Building Excellent Schools, our leadership has designed a free, public, college-prep elementary school unlike any in Indiana.

Our Mission

Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 5 students for school success and lives of opportunity.

At ACE Prep, we count on every adult to exhibit our BE GREAT core values:

- Act with **Bravery** – We speak up when we don't know something or think we're heading in the wrong direction. Even when the right thing is difficult, we do it.
- Operate with **Endurance** – We never give up on students and believe all students can succeed.
- Own your **Growth** – We thrive on reflective feedback with daily observations and individualized coaching.
- It's Our **Responsibility** – We believe every adult is responsible for every student's success.
- Bring your **Enthusiasm** – We make school cool and create a joyful learning community.
- Make **Achievement** Real – We hold an unyielding commitment to closing the achievement gap in our community.
- Join the **Team** – We participate in collaborative curriculum development, grade-level activities, and school-wide functions.

Position Summary

ACE Prep is seeking passionate educators who recognize the unique opportunity to be part of a cooperative, efficient team. Teachers will (a) build and maintain strong relationships with students and families that align with the mission and vision of ACE Prep, (b) ensure academic and behavioral goals are met for each student, (c) incorporate the best-practices and

trainings developed through extensive professional development, and (d) spearhead other efforts in the classroom and the community in direct collaboration with the Head of School.

The Responsibilities

Key Responsibilities in the Classroom

- Internalize, individualize, and execute common lesson plans with speed and precision
- Teach whole group, small group, and individual lessons with joy, rigor and urgency
- Co-teach during literacy and lead teach during math, social studies, and science
- Provide consistent rewards and consequences for behavior using a school-wide system
- Engage in an ongoing data-driven cycle of assessment, analysis, and action
- Supervise culture duties including breakfast, lunch, recess, morning and afternoon circle

Key Responsibilities as a Teammate

- Do whatever it takes to achieve the mission of [ACE Prep](#)
- Write rigorous weekly lesson plans that are shared across the grade level
- Participate in an annual three-week staff orientation and training prior to school's opening
- Demonstrate leadership through creative problem solving and by taking the initiative
- Commit to teach an extended daily schedule (student day is from 7:30am – 4:00pm)
- Commit to daily professional development (a teacher's day is from 7:00am - 4:15pm)

Key Responsibilities with Students & Families

- Proactively communicate with families through phone calls, home visits, and notes
- Build enduring relationships with students and their families
- Educate families about advocating for their child's success
- View families as partners – actively engage families in their child's learning

Qualifications of an ACE Prep Teacher

- Mastery of and enthusiasm for grade level and academic content (required)
- Valid Indiana Teaching License (required)
- Bachelor's degree (required)
- Valid background check passed (required)
- Minimum of one year working in urban education with a history of significant gains in student performance and/or growth (preferred)
- Special education, Literacy/Reading, ESL, Early Childhood endorsement (preferred)

The Compensation

Within an energetic, focused, and detail-oriented start-up environment, we equip staff with the tools needed to succeed, including a dedicated professional workspace and resources, laptop computer, high-speed internet access, and necessary classroom supplies. Our salary is competitive, commensurate with experience, and includes benefits.

Commitment to Diversity

ACE Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, ACE Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

Please submit cover letters and resumes to: Anna Shults, Head of School:
ashults@aceprepacademy.org

For more information visit our website: www.aceprepacademy.org