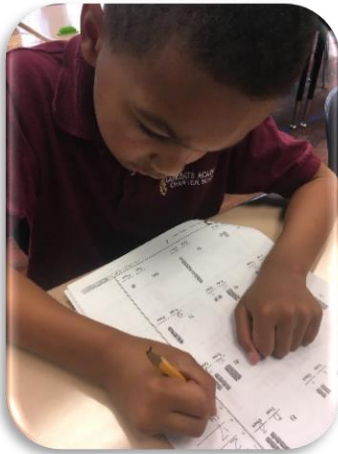


# Join the Laureate Academy Team!



## Consistent Professional Development

### Mission-Driven



### Community Focused



## Positions Available for the 2017-2018 School Year:

- Lead Teachers (Kindergarten through 3<sup>rd</sup> grade)
- Co-Teachers (Kindergarten through 3<sup>rd</sup> grade)
- Music Teacher
- Special Education Teacher
- Office Manager

Email resume & cover letter to  
Claire Heckerman at  
[heckerman@laureatecharter.org](mailto:heckerman@laureatecharter.org)

LAUREATE ACADEMY

CHARTER SCHOOL



## About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Laureate Academy Charter School is an academically challenging, disciplined, and joyful elementary school in Jefferson Parish, LA. We were approved by the Jefferson Parish School Board in May 2015 as a Type 1 charter. Laureate Academy's model is based on the highest performing charter schools in the country, such as North Star Academy and Brooke Charter Schools.

We currently educate kindergarten through second grade students. We will add third grade in the 2017-2018 school year and will continue to add one grade every year until 8<sup>th</sup> grade.

## Be a Teacher at Laureate Academy

Laureate Academy understands that teacher quality is the most important factor that drives student achievement. We are relentlessly seeking teachers who strongly believe in our mission and vision and whose actions demonstrate high expectations for themselves, scholars, families, and their colleagues. We hire smart, driven people willing to work hard to realize our mission and who have the characteristics and experiences necessary to deliver ambitious results for scholars.

## We promise our staff:

- **Consistent, High-Quality Teacher Professional Development:** We believe the quality of our teachers is the number one reason for scholar success. We are committed to the consistent support and development of each team member. We provide 3 weeks of summer professional development, regularly scheduled data days during the year, weekly professional development, and weekly individualized teacher coaching sessions with a school leader.
- **SCHOLAR Core Values:** Every Laureate Academy team member demonstrates our core values of Self-determination, Community, Honesty, Optimism, Leadership, Achievement, and Resilience.
- **A Mission-Driven Team:** With 2 teachers in each class in grades kindergarten through third grade, all teachers are focused on collaboration. Staff meet daily, grade-level teams meet bi-weekly, staff development occurs weekly, and all teachers participate in peer observations and coaching regularly.
- **Strong Family Partnerships:** We are committed to building a community focused on college preparation for scholars. Our families are involved through school visits, monthly social and academic events, and consistent teacher-parent communication.



Email resume & cover letter to our Head of School, Claire Heckerman, at [heckerman@laureatecharter.org](mailto:heckerman@laureatecharter.org)

Visit our website: [www.laureatecharter.org](http://www.laureatecharter.org)



# LAUREATE ACADEMY

## CHARTER SCHOOL

### Intern (Operations & K-3<sup>rd</sup>)

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#### **Intern at Laureate Academy**

Laureate Academy's Intern Program attracts highly-qualified candidates who are driven to see public education prepare all scholars for college. While they impact the lives of our scholars, we believe interns will also be impacted in their own lives by their time at Laureate Academy. Each intern will have a dedicated manager and will engage in Laureate Academy's professional development.

Interns impact the school in a variety of areas and are responsible for optimizing the school's performance in three areas: 1) School operations, planning, and project management 2) Direct support to students, families, teachers, and administrators 3) Special event coordination

#### **Qualifications**

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators. We will consider candidates who have:

- Proficiency in a variety of software: MS Word, Excel, Google Applications
- Experience working with diverse populations, families, and children
- Customer-service attitude and mindset
- Desire to create an excellent school and a more equal educational system
- Willingness to work as part of a team and be coached within their role

Ideal candidates include:

- Undergraduate students interested in education
- Graduate students interested in education
- Other professionals interested in transitioning into education

## **Responsibilities**

Interns accomplish a variety of tasks and each internship is tailored to the candidate.

Hours are tailored to the candidate, but at least 10 hours per week are required to complete the internship.

Interns impact the school in a variety of areas and are responsible for optimizing the school's performance in three areas: 1) School operations, planning, and project management 2) Direct support to students, families, teachers, and administrators 3) Special event coordination

### Support school operations:

- Assist with arrival, snack, lunch, and dismissal procedures
- Video and catalogue school's highest-achieving classrooms
- Log attendance, LifeWork (homework) completion, and Independent Reading participation
- Compile data on enrolled families
- Manage supplies and materials

### Provide direct support:

- Welcome and host families during visits and tours at the Front Desk
- Work with scholars in small group tutoring or classroom support
- Support teachers in common spaces: hallways, bathrooms, and cafeteria

### Coordinate Special Events:

- Plan and execute events: Open Houses, Back to School Night, and Conferences.
- Gather data and assess success of parent/community engagement events

## **Compensation**

Interns are unpaid. We believe this experience is worthwhile for the intern and can create many future opportunities.

*Laureate Academy Charter School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.*

**Start Date:** Each internship is tailored to the candidate; however, the following guidelines will be followed loosely:

- **Duration:** 6-8 weeks
- **Start dates:** July 10<sup>th</sup>, August 21<sup>st</sup>, October 2<sup>nd</sup>, November 6<sup>th</sup>, January 8<sup>th</sup>, February 26<sup>th</sup>, April 9<sup>th</sup>

### **Application Process:**

Please submit a resume and a letter of interest stating why you would be a good fit as an intern for our school to Head of School, Claire Heckerman at [heckerman@laureatecharter.org](mailto:heckerman@laureatecharter.org)