



Learn. Lead. Serve. Succeed!

## Operations Associate

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### About Alma

Alma del Mar is a K-8 charter school whose mission is to put every one of our scholars on the **path to college** and to challenge them to be **service-minded leaders**. We do this by immersing our scholars in a highly demanding, highly supportive environment where they receive a content-rich education. We currently serve 415 scholars in grades K-8 and are growing to serve 450 scholars in the next two years.

We're located in [New Bedford](#), a beautiful coastal city known for its history as the heart of the whaling industry and as a central hub of the abolitionist movement. This once prosperous city is now home to one of the lowest performing districts in Massachusetts. The majority of New Bedford's public schools are among the lowest performing 20% of schools in the state.

Alma gets **results** for kids. After fewer than three years at Alma, our scholars outperform their district peers in reading ability and surpass their suburban peers in mathematics achievement. In addition, we're known for being a highly **inclusive** school. Over 30% of scholars at Alma receive some additional academic or behavioral support. We serve a higher percentage of English language learners than our sending district and have been [nationally recognized](#) for our effectiveness in serving this population.

### The Operations Associate Role

Our Operations Associate role is designed to support the most important interaction at Alma—that moment between the scholar and the teacher where learning takes place. Operations Associates will be responsible for supporting classrooms from 2<sup>nd</sup> - 8<sup>th</sup> grade in the following ways:

- Create and implement schoolwide lunch routines
- Daily data entry for classroom attendance and behavior
- Teacher support such as homework check, copies, filing, snack distribution and other daily tasks
- Implement other schoolwide routines

### Who We're Looking For

We seek outstanding teachers with the following qualifications:

- Proven effectiveness leading a team to a worthy goal
- Able to find creative solutions to operational challenges

515 Belleville Ave, New Bedford, MA, 02746  
774-206-6827 (phone); 774-206-6833 (fax)  
[www.almadelmar.org](http://www.almadelmar.org)



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- Strong group behavior management skills
- Growth mindset
- Strong team orientation
- Infectious joy
- Bilingual preferred
- Service-oriented

**Compensation:** Salary will be competitive and commensurate with experience. We will offer a comprehensive benefits package.

**To Apply:** Please send your resume and cover letter to [apply@almadelmar.org](mailto:apply@almadelmar.org) with the subject line “[Your Name] Associate Teacher Application.” Please include in your cover letter a response to the following question:

- What about the Alma del Mar mission inspires you?

Alma del Mar Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Alma del Mar’s compliance with Title IX and other civil rights laws may be directed to the Director of Operations and Student Services, 515 Belleville Ave, New Bedford, MA; phone: [774-206-6827](tel:774-206-6827).

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