



**An Invitation to Apply for the Position of
Public Prep Fellow
Girls Prep Charter Schools
New York, NY**

Public Prep is a network of college-preparatory charter schools committed to scholarship, merit, citizenship and responsibility. We equip our students with critical-thinking skills and a strong character, preparing them to pursue their passions and achieve academic excellence with enthusiasm and integrity.

Public Prep currently comprises three schools — Girls Prep Lower East Side, which serves 235 students in grades K-4 and is the first public all-girls charter elementary school in New York; Girls Prep Middle School, which serves 25 students in grade 5 and will grow one grade level per year to eventually serve 300 students in grades 5-8; and Girls Prep Bronx, which serves 132 students in grades K-1, and will grow one grade level per year to eventually serve 400 students in grades K-5. We plan to open Boys Prep in 2011, starting with grades K-1.

Public Prep seeks to recruit Fellows applicants for all three of our existing charter schools for the 2010-2011 school year as part of our Fellows Program.

Program Description

Public Prep is committed to developing professionals from within our organization. Our commitment begins with the Fellows Program. The Program offers an innovative, alternative route to teaching certification, pairing new classroom teachers — typically recent college graduates or career changers — with an experienced Lead Teacher. In our unique and highly competitive program, new teachers gain the support and mentoring they need to become excellent teachers. In addition to learning from Lead Teachers in the classroom and from our instructional leaders at staff-wide professional development sessions, Fellows are also offered a partially subsidized Master's degree.

After completing the first year of the Program, Fellows can apply to become Associates. Associates have a higher degree of responsibility in the classroom. After completing their second year at Girls Prep, Associates are encouraged to apply to become Lead Teachers.

Essential Duties and Responsibilities

In both the Elementary and Middle School models, Fellows and Associates play an integral role in building school culture. Fellows and Associates work collaboratively with each other and the Lead Teachers on their grade levels to provide an inviting, engaging and innovative learning environment. In grades K-2, there is a Fellow or Associate paired with each Lead Teacher. In grades 3-4, Fellows or

Associates are shared between two class rooms. In Middle School, Fellows and Associates are paired with a content area instructor. In both the Elementary and Middle School models, Fellows assist with duties outside of classroom instruction in order to help maintain a safe and positive school environment.

In our elementary school model, Fellows gradually increase their responsibilities throughout the academic school year. After a few weeks observing and providing support to the Lead Teachers, Fellows begin leading Reading Groups. A few weeks later, Fellows also take on Science instruction — gaining valuable experience leading a large group of students and planning for lessons on their own. Fellows eventually have an opportunity to lead each content area and assume other roles and duties.

In our middle school model, Fellows support Lead Teachers with instruction in key content areas such as English Language Arts, Mathematics, Social Studies or Science and lead enrichment classes such as Debate or Service.

Required Qualifications and Skills

While no prior classroom teaching experience or teaching credentials are required, the ideal candidates for our Fellows Program will have:

- A Bachelor's degree from an accredited college or university
- Experience working or volunteering in education and youth services
- Wide-ranging intellectual and educational interests
- Superior communication skills
- The ability to work collaboratively
- Dedication to helping children grow and learn in an innovative educational setting
- A commitment to the Public Prep mission
- Training in teaching reading and fluency in Spanish is preferred

To Apply

The Public Prep Fellows Program has two application deadlines.

THE FIRST APPLICATION DEADLINE IS JANUARY, 29, 2010.

THE LAST APPLICATION DEADLINE IS MARCH 12, 2010.

Along with a résumé, please include a cover letter stating why you find this opportunity of interest and how your experience is aligned with the Public Prep mission and model. Send your completed application to: jobs@publicprep.org. Please write “Public Prep Fellow” in the subject line. To learn more about us, please visit our website at www.publicprep.org.

Due to the large number of applicants, we will only be able to reach out to candidates who qualify for a phone interview. After the phone interview, candidates will be selected to attend a group interview day. We thank you for your interest in Public Prep!