

Dear Applicant:

Thank you for your interest in applying for a teaching position at KIPP DC: AIM Academy. The mission at KIPP DC: AIM Academy is to instill our students with the academic and character skills necessary to be successful in high school, college and the competitive world beyond. To achieve our mission, teachers and staff must believe that all students can learn and that there are no shortcuts to success in life. Furthermore, teachers should believe that when they hold high expectations of their students, those students can overcome all excuses.

KIPP DC: AIM Academy is a public charter school that opened its doors to 80 fifth graders in Northwest Washington, DC in July 2005. In the summer of 2006, the school will welcome a new class of fifth graders, to serve 160 students. We are looking for teachers in the subject areas of math, history, reading / language arts, and science. Teachers who are also skilled in Spanish, music, and special education are encouraged to apply.

Teaching in a growing charter school will be rewarding but tough. Our teachers will have the opportunity to shape the school as it expands. Teachers will be expected to wear lots of “hats” and work long hours. However, the school leader will also look to the staff to grow into positions of leadership in upcoming years.

As we expand our staff at KIPP DC: AIM Academy, we are looking for candidates that embrace not only our mission, but our values of teamwork, effort, commitment, respect, and responsibility. In addition to upholding the core values, we believe that the following qualities are essential for a member of the KIPP DC: AIM Academy team to be successful:

- **Trustworthy**
- **Organized**
- **Expeditious**
- **Flexible**
- **Self-Aware**
- **Constant Learner**
- **Skilled at multi-tasking**
- **Creative Problem Solver**

Please reflect on the qualities listed above and job responsibilities attached to this letter to determine if this school is the right fit for you. Be prepared to share your thoughts on whether your own personal values are in alignment with those of KIPP DC: AIM Academy and how your past experiences reflect a dedication to go above and beyond for our students, parents, and team. I look forward to meeting you and further discussing the possibilities of you joining KIPP DC: AIM Academy.

Sincerely,

Khala Johnson
Founding Principal
KIPP DC: AIM Academy

Enclosure

Teacher Responsibilities

Minimum Qualifications : Bachelor's Degree

Prior Experience : Minimum of two years teaching experience in under-resourced communities.

Salary and Benefits : DCPS step plus additional stipend. The school will offer a competitive benefits package. Teachers will also receive a computer, cell phone, and \$1,000 towards professional development.

School Day: AIM Academy's school day is from 7:45 AM to 5:00 PM Monday through Thursday and 7:45 AM to 4:30 PM on Fridays. Saturday school is held twice a month from 9:30 AM to 1:00 PM. Summer school is held for three weeks, beginning in late July.

Teacher responsibilities include , but are not limited to:

- Supervising students in classroom and extracurricular activities;
- Evaluating and implementing individualized learning plans for students;
- Developing and participating in extracurricular activities;
- Assisting in organizing and chaperoning student field trips and activities;
- Assisting in developing and implementing curriculum that enhances student learning;
- Participating in ongoing professional development and implementing new teaching strategies;
- Being available to students after school by fielding nightly phone calls;
- Participating in student recruitment and home visits;
- Participating in the development of the school culture;
- Assuming extra projects, as needed;
- Arriving at school by 7:45am and remaining until at 5:30pm;
- Teaching three-week summer school beginning in July;
- Assisting in morning and afternoon duties;
- Submitting paperwork including grades, deficiencies, student paychecks, and lesson plans in a reliable and timely fashion;
- Participating in all staff meetings and parent meetings as required;
- Modeling the expectations that teachers have of the students;
- Building quality relationships with students, parents, teachers and the community;

**Answer the questions below and submit them
with a resume and cover letter to:**

421 Alabama Ave, SE
Third Floor
Washington, DC 20032
Phone: (202) 373-0505
Fax: (202) 373-0508

1. Are you currently teaching? If yes, what grade level?
2. Have you ever worked with under-resourced communities?
3. How many years of teaching experience do you have?
4. We are currently hiring in the areas of math, reading, social studies, and science. Which area are you applying for?
5. AIM Academy is hiring a small staff. Therefore, applicants who possess additional skills are highly preferred (e.g., music, special education, Spanish, technology, counseling, art, drama, etc). Do you have other skills or talents can be utilized at the school?
6. Why did you decide to apply for a teaching position in a KIPP school?