Assistant to the Principal and Dean of Students

Start Date: July/August 2010
Location: Brooklyn, NY

About Achievement First
Achievement First is a charter school management organization started in July 2003 by the leaders of Amistad Academy, a high performing charter school in New Haven, CT. A non-profit, 501 (c)(3) organization, Achievement First is creating a network of achievement-gap closing charter schools in Connecticut and New York to bring to scale the dramatic, life changing student achievement results produced at Amistad Academy. Achievement First currently operates 17 schools in both NY and CT. Over the next decade, Achievement First will grow to support 30 schools serving over 11,500 students. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary
The Assistant will support the Principal and Dean of Students on various tasks and projects. The ideal candidate will possess exceptional multi-tasking abilities, excellent written and verbal communication skills, and be extraordinarily organized, detail-oriented and self-directed.

Responsibilities of the Assistant to the Principal and Dean of Students will include:

- Scheduling and Administrative Support
  - Design and create systems to ensure the time of the Principal and Dean of Students is maximized and that the school is operating in line with AF’s priorities
  - Schedule meetings, manage requests, and provide overall coordination for the Principal and Dean of Students’ calendars
  - Manage internal and external communications with high-stakes constituents
  - Track team goals yearly and each trimester
  - Capture notes and next steps at team meetings
  - Additional administrative tasks, such as processing reimbursements, checking voicemail, etc.

- Event Planning and Logistics
  - Provide support and communication for all meetings, parent conferences, grade team meetings, professional development days, and retreats
  - Work closely with facilitators in planning agendas and creating materials
  - Ensure clear and enthusiastic communication regarding the preparation and follow-up of workshops with facilitators and participants
  - Gather and analyze feedback regarding event agenda, content, and logistics in order to inform future planning

Achievement First is an equal opportunity employer
• **Research, Data Analysis and Project Management**
  - Complete complex projects as identified to support the Principal and Dean of Students
  - Run ad-hoc reports from the Student Information System (SIS) for school leadership team to manage daily and weekly operational performance
  - Oversee daily data entry and follow up for the student discipline system including entering suspension details in the SIS, tracking student suspension completion, managing the Saturday detention spreadsheet, and managing the Dean’s referral spreadsheet
  - Assist the Operations Team with the management of student records for ongoing completeness and accuracy in SIS – ensuring that every electronic student record is accurate and updated on a timely basis

• **Writing and Communications**
  - Write and send the Dean’s Daily Memo to all staff
  - Coordinate and send the Principal’s Weekly memo to all staff
  - Coordinate all professional development meetings and trainings
  - Draft and edit documents to ensure accurate and effective communication
  - Maintain daily e-mail and phone correspondence

• **Office Management**
  - Share office manager responsibilities and maintain a warm office aesthetic
  - Manage the school’s policy for late arrivals and check scholars for appropriate dress code
  - Manage the Dean of Students’ office calendar
  - Maintain student discipline files and records
  - Manage scholar intake for Dean of Students’ Office
  - Log, label and secure all confiscated electronic and contraband items
  - Submit and track all referrals for the Student Council

**Skills and Characteristics**

- Interest in performing a critical support role while learning in a fast-paced, entrepreneurial environment
- Excellent written and verbal communication skills
- Detail-oriented and highly organized
- Highly motivated and capable of seeing projects through from beginning to end
- Ability to work autonomously as well as take direction as needed
- Flexible, mature, and extremely humble
- Sense of humor, strong work ethic, “roll-up-my-sleeves” attitude
- Results-oriented and willing to do “whatever it takes”
- Belief in the Achievement First mission and educational model
- Exceptional technical skills and experience with Microsoft Word, Excel, PowerPoint and Publisher and with Adobe Acrobat

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Educational Background and Work Experience
- Bachelor’s degree from a competitive college or university
- 0-3 years of work experience
- Some weekend/evening work will be required

Compensation
Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply
Achievement First is an equal opportunity employer. Applications will be reviewed on a rolling basis—please apply immediately. Send resume and one-page cover letter to:
ameliahanley@achievementfirst.org
Please put the job title “Assistant to the Principal and Dean of Students” in the subject line.

In your cover letter please respond to the following questions:
- Why do you want to work at Achievement First?
- How have your experiences and education prepared you for the demanding work, flexibility, and “whatever it takes” attitude that working with the team of a growing non-profit will require?
- Please elaborate on how the skills you possess regarding organization and detail orientation would contribute to your work in this role.