

## Assistant/Coordinator, Team Superintendent

**Start Date:** February, 2018  
**Team:** Team Superintendent  
**Location:** Brooklyn, NY or New Haven, CT

### About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates 34 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

The Team Superintendent assistant/coordinator role is an extraordinary opportunity for a former educator and/or professional with planning, communication, coordination, and event management experience to work closely with high performing, results-oriented teams and senior leaders. The assistant/coordinator will develop highly transferrable skills and a strong understanding of the education sector.

He/she will provide direct administrative and scheduling support to multiple superintendents and work closely across academic and operational teams to drive forward network priorities. The person in this role will add value by managing complex workflows and navigating time-sensitive high-priority tasks and projects. He/she will manage scheduling, short and long-range planning, logistics, communication, and operations for weekly half-day meetings with school leaders, as well as larger-scale multi-day events during our summer professional development season. As the person in this role masters and excels at these responsibilities, he/she will take on small and large-scale projects with increasing autonomy.

Additionally, the Team Superintendent assistant/coordinator will partner with the Academic Operations & Strategy Team to problem-solve complex cross-team challenges as they arise by navigating the interests of multiple stakeholders, identifying and employing appropriate communication mechanisms, and leveraging existing processes and structures to drive toward a solution.

**Responsibilities of the Team Superintendent Assistant/Coordinator will include but are not limited to:**

*Provide Scheduling and Administrative Support*

- Directly manage the calendars of multiple senior leaders, maximizing their time on high-impact work and acting as a safeguard to ensure their time supports their priorities.
- Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks (such as processing reimbursements, making travel arrangements, ordering supplies, drafting communications, and preparing materials for conference calls and meetings).
- Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when administrative challenges arise.

*Project Manage and Run Small and Large Scale Events*

- Create and manage the successful execution of weekly school leader meetings as well as larger-scale network-wide teacher and school leader training events. This includes but is not limited to event planning, communication, and managing event budgets.
- Plan and manage logistics for these training events, including partnerships with other internal teams and external vendors, using existing systems and systems you will create.
- Manage the operations of the events day-of, providing help to attendees, supporting facilitators, coordinating vendors, and at times managing a small team who helps execute the event.
- Analyze feedback data and identify and make improvements based on feedback.

*Manage Short and Long-term Projects*

- Create and manage project plans for projects and workstreams involving multiple stakeholders.
- Communicate strategically across multiple stakeholders. Facilitate routine meetings with key players and hold peers and senior leaders accountable to meeting deadlines.
- Analyze data- including survey data from school leaders, achievement data, etc.

*Provide Cross-Team Problem Solving & Support*

- Partner with Academic Operations & Strategy teammates to problem-solve complex cross-team initiatives.
- Support other teams in managing their own events, including planning and day-of support.

**Skills and Characteristics**

- Attention to detail
- A track record of developing and maintaining personal organization systems for managing multiple workflows: being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- A track record of managing projects start to finish to achieve desired outcomes – both independent projects and those involving multiple stakeholders and performers
- A track record of identifying and taking initiative to resolve problems
- Ability to communicate clearly through writing and orally
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- An interest in planning and executing small and large-scale meetings and events
- Growth-oriented, with a thirst for feedback and desire to improve
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, and “roll-up-my-sleeves” attitude

### **Educational Background and Work Experience**

- Required
  - Bachelor's degree
  - 1-3 years of work experience
- Preferred
  - Experience managing a supervisor's calendar and scheduling meetings
  - Experience in project management: coordinating tasks and communication to achieve a set vision or goal
  - Experience planning small and large-scale events
  - Experience in education
  - Experience managing a small budget (e.g. \$2k)

This position will require travel between New York, Connecticut, and Rhode Island, as well as occasional weekend and evening work.

### **Compensation**

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

### **To Apply**

Achievement First reviews applications on a rolling basis – please apply immediately. In your cover letter, please describe your experience planning large events or managing large projects.

Send Resume and Cover Letter to:

Grace Gallogly

[gracegallogly@achievementfirst.org](mailto:gracegallogly@achievementfirst.org)

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.