

Academy Level & Special Projects Manager

Start Date: July 1, 2018 (or earlier)
Team: Academic Teams
Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 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.

Summary

We are hiring an Academy Level & Special Projects Manager to work with our Instructional Teams, which focus specifically on directly supporting our schools, teacher and leader development, and curriculum design. Serving as a strategic partner to Academy Level Lead Regional Superintendent, the Academy Level & Special Projects Manager will play a key role in supporting and improving the effectiveness of the team, specifically focused on increased coordination and cross-team communication and alignment. This person will play a particularly important role in the execution of our organizational priorities. We are looking for someone with an instructional background who can bring strong planning and project management skills. This is an opportunity to work closely with some of the leading education reformers in the country while gaining insight about education reform within a top charter school management organization. The ideal candidate will possess exceptional multi-tasking abilities and attention to detail, excellent written and verbal communication skills, and be extraordinarily self-directed. A background as a teacher will be helpful to quickly get up to speed, but is not required. We are looking for someone with the ability to work across multiple stakeholders both at Network Support and at schools and an ability to tackle complex challenges.

Responsibilities of the Academy Level & Special Projects Manager will include but are not limited to:

- **Manage a cohesive strategy for alignment across all schools within an academy level (Elementary, Middle, or High):**
 - Partner with the Academy Level Lead Regional Superintendent to ensure the team is highly effective at driving results across all schools
 - Ensure that our strategy and programming is equitable across regions and that we are able to adjust course with grace when the data tells us to
 - Project manage strategies such as programmatic changes, professional development for the academy level school leaders, and cohort priority execution
 - Support Regional Superintendents and content experts on their school-support and teacher / leader professional development strategies
- **Collaborate and coordinate with leaders across the network**
 - Work with cross-functional teams across the organization to ensure strong management of strategic initiatives. Serve as the point person between the Academy Level Team and other Network Support Teams including Academic Operations & Strategy, Team Systems & Data, and Team Digital Learning
 - Meet with other Academy Level Managers to align on upcoming items and share best practices
- **Manage Academy Level Coordinators so that they perform their core functions with excellence while being appropriately challenged and supported**
 - Supervise the academy level coordinators who directly support the Academy Level Regional Superintendents
 - As our team grows, hire and train new coordinators so they are able to effectively support Regional Superintendents and contribute to the success of the team
- **Support and improve the Academy Level's effectiveness in delivering strong communication and products to our schools**
 - Execute consistently clear communication to school leaders and school based operations leaders
 - Proactively tee up challenges or upcoming buckets of work
 - Take initiative to move a project forward so that the work does not stagnate
 - Play a critical role in improving knowledge management practices across the team.
- **Own and manage special projects that improve the functioning across Achievement First**
 - Manage the state test preparation strategy design and execution
 - Engage stakeholders in key "readiness" items that get schools ready for the next school year such as: Determining the schedule and staffing model for each school; aligning on behavior practices across the academy level; identifying the academy level priorities and ensuring that school plans meet those priorities
 - Project manage the execution of readiness projects for the academy level

Skills and Characteristics

- Demonstrated passion for and commitment to the Achievement First mission and educational model
- Strong skills in working across multiple stakeholders with a variety of perspectives, this includes both the ability to present information clearly and the equally important ability to listen carefully
- Extremely organized and detail-oriented
- Excellent written and verbal communication skills
- Strong meeting facilitation skills- particularly in explaining challenges and moving towards resolution
- Highly motivated and capable of seeing projects through from beginning to end
- Comfort level with financial oversight and budgetary tracking to support strategic growth

- Solid technical skills and experience with Microsoft Word, Excel, and PowerPoint – proven track record in learning new technologies quickly
- Results-oriented and willing to do “whatever it takes”
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Resourceful; ability to think “outside the box” and provide creative solutions to challenges
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- A bachelor’s degree from a competitive college or university
- We would prefer a candidate with two or more years of highly successful teaching experience. School-based operations experience is a plus.

Occasional weekend or evening work and travel within New York, Connecticut, and Rhode Island are required.

Compensation

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

To Apply

Send resume and cover letter to:

Gillette Eckler

gilletteeckler@achievementfirst.org

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.

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/>.