

Associate Director, Curriculum & Assessment Strategy

Start Date: July 1
Team: Academic Operations & Strategy
Location: Brooklyn, NY (preferred) or New Haven, CT

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 Associate Director to work with our Instructional Teams, which focus specifically on curriculum design and assessment strategy. At Achievement First, we have spent years refining our curriculum and assessment strategy. We are at the forefront of curriculum development – building Daily Lesson Resources for 100% of our elementary and middle school courses and expanding our strategy to build Daily Lesson Resources for high school courses. The Academic Operations and Strategy Associate Director will play a key role in the planning and execution of our organizational priorities. In addition, this person will work to support the effectiveness of the team, specifically focused on increased coordination and cross-team communication and knowledge management. 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 the ability to manage multiple workstreams, have strong attention to detail, demonstrate excellent written and verbal communication skills, and be extraordinarily self-directed including a willingness to learn new technologies. A background as a teacher will be helpful to quickly get up to speed, but is not required.

Responsibilities of the Associate Director will include but are not limited to:

- **Developing a deep understanding of the K-12 landscape across AF schools and communicating, acting on, and clarifying our curriculum and assessment practices and policy.**
 - Help schools and network leaders understand our K-12 course of study and the instructional resources available for each of our courses
 - Facilitate communication and coordination across multiple stakeholders and teams including, Team Teaching & Learning, Team Special Services, Data Strategy, and Team Operations both proactively and as challenges arise.
- **Manage the Curriculum Development Strategy to ensure that 10,000+ resources are produced and shared with 32 schools.**
 - Oversee and manage the curriculum process to ensure resources are delivered to schools without errors and in a format that can be administered with consistency across all schools.
 - Lead the feedback collection, analysis, and review cycles throughout the year to gather input from schools and support Team Teaching & Learning in responding to that feedback.
 - Partner with the Senior Director of Academic Operations & Strategy to analyze the success of the strategy in the 18-19 school year and use that information to revise the strategy for the 19-20 school year and beyond.
- **Serve as the liaison to schools to make sure they can execute on our curriculum:**
 - Lead the Instructional Budgeting process so that our schools are ordering resources aligned with our curriculum.
 - Manage a publication calendar of instructional resource publication and provide ongoing updates to schools about the availability.
 - Develop consistently clear communication to school leaders and school based operations leaders sharing changes to our instructional resource strategy, deliverables, and scope of work.
- **Coordinate across Team Teaching & Learning to ensure the team's effectiveness.**
 - Serve as the primary project manager for Team Teaching & Learning's workflow throughout the year, ensuring that decisions are made and products are delivered on time.
 - Communicate key decisions and timelines to Team Teaching & Learning.
 - Manage the budget for Team Teaching & Learning.
 - Play a critical role in improving knowledge management practices across the team.
- **Project manage new pilots in a small subset of schools to inform strategy decisions.**
 - Manage the implementation of pilots by working directly with the pilot schools to understand the content being delivered, the operational lift of the pilot, and the value of the pilot.
 - Work across multiple stakeholders to evaluate the strength of the pilot and develop the proposed strategy moving forward.
 - If implementation is expanded, build and coordinate the plan for training and implementation across our schools.

Skills and Characteristics

- Extremely organized and detail-oriented
- Excellent written and verbal communication skills
- 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
- Excellent meeting facilitation skills- particularly in explaining a challenge and moving towards resolution

- Highly motivated and capable of seeing projects through from beginning to end
- 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
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- A bachelor’s degree
- We would prefer a candidate with two or more years of highly successful teaching experience.
- Operations background and / or school leadership 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/>.