

College Data Operations & Strategy Associate

Start Date: Immediate
Team: Team College
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.

About Team College:

Nationally, there is an 8% college graduation rate for low-income students. To us, that is unacceptable, and AF's Team College is setting out to change it. Our audacious goal is that 100% of students are accepted to and graduate from our country's top colleges. With college access and college completion programs across our schools, we are serving hundreds of high school students—and hundreds of our high school alumni—on the path to college graduation.

Summary

Team College seeks an Associate of Operations & Analysis. This role will play a critical role in helping Team College achieve its overall strategic goals and increase its impact by designing operational processes and data infrastructure that will scale as we rapidly increase the number of high school scholars and alumni over the next five years. The ideal candidate is a strategic thinker, collaborative project manager with excellent data analysis skills, and someone who will thrive on an entrepreneurial and growing team.

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

- Redesign and deploy the CARC (college and alumni report card) 2.0

- Engage stakeholders across schools, Team College, Team Systems & Data, Team Super, and Team HS to determine their needs (i.e., what metrics are a priority, how do they need to be visualized).
- Translate needs into an actionable data dashboards to monitor and track progress
- Establish processes to ensure the data is contained in the dashboards is clean and current
- Follow-up with stakeholder groups to ensure the dashboard is meeting needs and resulting in desired end outcomes
- Establish a network-wide college application process and progress monitoring system
 - Coordinate a personal statement writing process that uses existing structures to create the strongest possible scholar essays
 - Identify opportunities to embed network-level audits of student work
 - Update criteria for success, so AF has a common definition of strong student work
- Work with the Associate Director of Team College to develop and bring to life, Project 3.0, a program that will provide the space and tools for scholars to develop habits, accountability and ownership of their academic record.
 - Create data-driven school protocols for GPA review and conversations
 - Build a simple, actionable student-driven academic goal-setting process
 - Partner with schools to support the implementation of the full program, provide coaching to strengthen the program and capture lessons learned
- Manage team operations and logistics
 - Create knowledge management repository with clear usage and maintenance guidelines
 - Collect and codify best practices from the network and school-based teams
 - Maintain the team calendar of key dates and events
 - Respond to basic data request from funders and other network teams
 - Capture and clean National School Clearinghouse data

Skills and Characteristics

- Ability to thrive in a fast-paced environment; ability to work independently
- Self-starter with strong work ethic and a passion for problem-solving
- Motivated by challenges and a strong desire to learn new technologies
- Excellent personal organization, project management, and time management skills, including ability to manage time across multiple projects and priorities
- Proficiency in Excel, PowerPoint, and SQL required
- Ability to distill complex data and other information into easy to understand analysis with actionable next steps
- Excellent oral and written communication skills
- Belief in the Achievement First mission and educational model
- Maturity, humility, sense of humor and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- Bachelor's degree
- 1-2 years of work experience (experience as a business analyst or management consultant is ideal preparation for this role)

Compensation

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

To Apply

To submit an application, please attach your resume and cover letter through the web form below:

<https://app.smartsheet.com/b/form/13ae208eee9f456487d7f462b2421ad3>

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible. Only qualified candidates will receive a reply.

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