

Talent Chief of Staff

Start Date: July 1st, 2019
Team: CTO
Location: Brooklyn, NY 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

Achievement First exists to close the achievement gap and address inequity facing the communities that we are honored to serve. We have a two pronged approach: people and program. We are constantly trying to improve our K-12 program but realize that no program in the world will close the achievement gap without strong teams of highly talented people who have what they need to thrive. At AF, focusing on our people is half our strategy.

There are three parts to our "people" strategy: outstanding people leadership, right person / right seat, and strong network talent support. Currently, the CTO plays a lead role alongside the *Senior Director of Principal Preparation and Readiness*, *Director of Diversity and Inclusiveness*, and *Director of People Leadership* to directly support our efforts to build *outstanding people leadership*. Our Recruitment Team helps us find the *right person for the right seat*. Our Talent Operations team supports our efforts to provide strong network talent support through the quality of our talent data, benefits, compensation, and Teacher Career Pathway.

The Talent Chief of Staff will directly support the CTO in overseeing all of those functions, playing a critical role in ensuring that each team and leader effectively collaborates to produce the strongest / most unified possible talent strategy. Especially as the CTO continues to play a prominent role in the *people leadership* work, the Talent Chief of Staff will be critical to supporting the synergy of the talent teams and the leadership of all talent functions.

Responsibilities of the Talent Chief of Staff will include but are not limited to:

- Playing “lead performer” on the coordination of the broader talent team to execute on our long-term (5-year plan) talent strategy and produce maximum results for the network
 1. Ensure FCPs and team strategies are aligned to our talent vision and plan
 2. Lead weekly talent cabinet meetings (including finalizing outcomes and agenda)
 3. Work with the Talent Cabinet and CTO to produce the strongest possible plans and follow-up for the team-wide “Quarterly step-backs” ~every 6 weeks
 4. Create and oversee all talent-team communication structures
 5. Constantly facilitate effective collaboration within the talent team when areas of overlap arise between leaders and teams
- Own a one-year knowledge-management effort to capture all guidance and resources for talent practices and the “people leadership” competencies in a clear and compelling way that directly benefits our school leaders
- Oversee and run significant projects and work streams that are core to our talent strategy. These will be finalized with the CTO but could include (illustratively):
 1. Lead the communication, outreach and selection of Principal Managers and Regional Superintendents
 2. Support Talent Operations on a Talent Review Process that applies to school and senior leaders
 3. Support the design of our major leadership gatherings (Principal Retreat, School Leader Summit, etc.) such that they are highly effective at telling the story of our values (and serve as strong models for our principals who are leading their own adult cultures back at their schools)
- Lead the communication, outreach and selection of any new hires to the Talent Cabinet
- Frequently represent the CTO in meetings, collaboration opportunities, etc.
- Generally speaking, be the right-hand person of the Chief Talent Officer, working incredibly closely with them to meet AF’s ambitious talent goals

Skills and Characteristics

- Systematic thinker who has experience leading and coordinating teams effectively
- Strong strategic thinker who can skillfully assess what’s wrong/broken, prioritize, find the most simple and effective solution, and execute – all while never losing sight of the long-term vision
- Basic knowledge of core talent functions and deep curiosity in all talent functions (recruit, human resources, compensation, benefits, career pathway, leadership development, etc.)
- Strong knowledge of school-based leadership – and passion for developing leaders. (Experience in school leadership is preferred)
- An uncommon eye for detail and an extraordinarily high, internal bar of excellence
- Strong social intelligence and the ability to engage a variety of stakeholders toward a common outcome
- Previous experience managing others to strong results and concrete accomplishments
- Prior experience demonstrates strong alignment to Achievement First’s mission
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Possess humility, a strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude. Extreme team player.

Educational Background and Work Experience

- B.A. required; Advanced degree a plus
- 6-10 years of school based experience and/or education management experience strongly preferred
- 5 years or more experience with one or more core talent functions (recruitment, human resources, etc.)
- Occasional weekend or evening work and willingness to travel to our schools and offices throughout Connecticut, Rhode Island, and New York as needed is required

Compensation

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

To Apply

Send resume to:

Pamela Clarke
Vice-President of Recruitment, Team Recruit
Pamelaclarke@achievementfirst.org

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/>.