

Associate Director of ELA Achievement 5-8

Start Date: July 2019
Team: Team Teaching and Learning
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 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 10,000 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.

Summary

The Associate Director of ELA Achievement 5-8 is an integral part of the middle school ELA team that works with principals, academic deans, and teachers to craft and drive the vision behind an exemplary literacy program. We work closely with these cohorts to ensure that they develop the tools, skills, and knowledge necessary to navigate a changing landscape with the introduction of the Common Core State Standards through professional and curricular development, core skill building, classroom observations and data analysis. Reporting to the Senior Director of ELA Achievement, this position offers the opportunity to be at the forefront of this instructional work at one of the nation's top charter school networks.

Responsibilities of the Associate Director of ELA Achievement 5-8 Will Include but Are Not Limited to:

- **Manage Program Vision and Implementation**
 - Act as a thought partner to the network leadership teams to help synthesize the network vision for ELA instruction, contribute to the development of clear programmatic recommendations for school leaders, and disseminate pertinent and cutting edge literacy research to key players
- **Coordinate Core Literacy Program Systems**
 - Coordinate school leaders, deans and teachers in maintaining quality control of core systems integral to teaching and learning, such as process-based assessment, literacy interventions, data collection, etc.

- **Facilitate Professional Development**
 - With the middle school ELA team, develop professional development sessions that support vision setting for the ELA program, implementation of the curriculum and growth of core literacy skills and knowledge
- **Develop Curriculum**
 - Develop exemplary curriculum materials that are aligned to the Common Core State Standards
 - Manage lead planners and consultants by providing formal and informal feedback on their materials. Specifically, these materials will include unit plans, assessments, accompanying lesson plans and student work
- **Coaching and Observations**
 - Conduct focused observations 4-5 times a month to push content-specific instructional practices, improve implementation of curriculum, gather information on best practices and pilot new projects
 - Develop instructional eye of deans and principals through focused co-observations and feedback
- **Analyze Data**
 - Deeply analyze student achievement data (reading growth, student work samples, interim assessments and state tests) to determine how to better develop materials and provide targeted, high quality teacher training

Skills and Characteristics

- Deep content and pedagogical expertise in literacy
- Exceptional collaboration, communication, analytical and influencing skills
- Exemplary writing skills
- Willingness to do “whatever it takes” and strong team player
- The ability to work autonomously as well as take direction as needed
- Strong data analysis skills
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint and Publisher and with Adobe Acrobat
- An acute attention to detail and excellent organizational skills
- The ability to see through multiple projects with many moving parts from beginning to end
- 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 four or more years of highly successful ELA teaching experience. We will consider a candidate with a minimum of two years of teaching experience with exceptional results if there is relevant prior work experience.
- 2 or more years of highly successful teaching experience in a school serving primarily low-income students
- A proven, multi-year track record of exemplary ELA achievement, especially the achievement of low-income, minority students

Some weekend/evening work and travel within New York and Connecticut are required.

Compensation

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

To Apply

Email a cover letter, resume, and sample unit plan to:

Marcus Cortez

marcuscortez@achievementfirst.org

In your cover letter please respond to the following:

- Why do you want to work at Achievement First?
- Describe your track record of exemplary student achievement and explain how this experience has prepared you for this role.
- How have your experiences and education prepared you for the demanding work and “whatever it takes” attitude necessary to push literacy practices and student achievement forward?

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/>.