

## Associate Director - Operations, Team Greenfield

**Start Date:** Immediate  
**Team:** Greenfield  
**Location:** Brooklyn, NY, Providence, RI, or New Haven, CT



Watch Our Video: [bit.ly/2TfrRjC](https://bit.ly/2TfrRjC)

### IMAGINE. INNOVATE. EMPOWER.

We believe strong operations are absolutely essential to strong execution. Our schools and our Greenfield design team are constantly trying out new ideas--hosting family events where scholars showcase their talents and expertise in fields like medicine, robotics, and dance; conducting surveys to understand what is really behind student motivation and achievement; publishing “hot-off-the-press” curriculum to support teaching that builds social-emotional skills, understanding of social justice issues, and college readiness; and countless other initiatives. Our operations team makes all of this work possible. We clear the roadblocks and map the course to take amazing ideas from vision to reality.

**We believe success takes a team. Help lead ours.**

### 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.

### About Greenfield

In 2015, Achievement First launched an innovative school model that we call [Greenfield](#). Greenfield is ground-up redesign of the middle and high school with the goal of dramatically increasing college persistence. In fall 2019 we will open our fifth Greenfield Campus. Achievement First’s Greenfield schools provide rigorous, high-quality instruction within a nurturing school community focused on developing self-motivated learners, problem-solvers and leaders. Greenfield is currently focused on grades 5-7 and growing to 8th grade in 20-21 and HS in the 21-22 school year. Our students benefit from:

- Self-directed work powered by a Personalized Learning Platform.
- Rigorous and rewarding core academic classes.
- Twice daily enrichments of scholar choice.

- Hands-on, experiential learning that deepens and extends what students learn in the classroom through two-week long expeditions three times a year.
- Social emotional learning and small-group mentoring to develop social-emotional skills and goal setting skills.
- Student curated dream teams that consist of teachers, family members and other significant influencers in a scholar's life. This team works to help scholars achieve scholar goals.
- Intervention built into the fabric of the school day.
- An awesomely powerful community where school, home and the broader community link arms in support of scholar development and achievement.

**At Greenfield, we strive to ensure all scholars excel on our four College Success Factors:**

- **Academical Preparation:** Our students will ALL achieve at the highest levels – they'll be competitive with the best students in the US and abroad and fully prepared for the rigors of college coursework.
- **Academical Independence:** Students can become the agents of their success through ownership and personalization.
- **Social Emotional Strength:** Habits of success can and should be taught. Students need to experience the joy and excellence that comes from enrichment outside of traditional academics.
- **Personal Why:** A deeply held and individually developed personal drive to achieve grounded in personal interests and motivation.

For more information about Achievement First's mission, approach, schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

**Position Summary**

This role is an extraordinary opportunity for a former educator and/or professional with operations experience to work closely with a high performing, innovative team. The Associate Director is a key player on the Greenfield operations team and plays an essential role in operationalizing the work of the Greenfield school model, working closely with key members of the Greenfield Team – a team of 20+ team members, curriculum designers and consultants to complete the build of our Greenfield model.

The Associate Director will play a critical role in managing the operationalization of our curriculum, assessment and academic reporting as well as supporting the operations of other Greenfield projects and new initiatives to help create and codify strategies for the team. The right candidate will spike across key operational functions, be an excellent project manager who is able to see projects through from start to finish, navigating through ambiguity to reach clarity across stakeholder groups. The position will require cross-functional work with several Network Support teams; a collaborative spirit and outcomes orientation is a must.

**Responsibilities will include but are not limited to:**

- **Manage the Curriculum Development Strategy to ensure that resources are produced and shared with Greenfield 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 Greenfield in responding to that feedback.
  - Partner with other members of the Greenfield team to analyze the success of the strategy in the current school year and use that information to revise the strategy for the future school year and beyond.

- **Serve as the liaison to schools to make sure they can execute on our curriculum:**
  - Manage a calendar of instructional resource publication dates and provide ongoing updates to schools about the availability of resources.
  - 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 curriculum developers and schools to ensure the team’s effectiveness.**
  - Serve as the primary project manager for curriculum publishing workflow throughout the year, ensuring that decisions are made, and products are delivered on time.
  - Communicate key decisions and timelines to Team Greenfield
  - Facilitate communication and coordination across multiple stakeholders and teams including, Team Teaching & Learning, Team Special Services, Team Systems & Data, and Team Operations both proactively and as challenges arise.
  - Play a critical role in improving knowledge management practices across the team.
- **Communicate and coordinate around the implementation of our assessment strategy.**
  - Manage the development of weekly quizzes and interim assessments across our schools, including overseeing the assessment development and administration process, the integration with the reporting platform, and the structures for analyzing the data across the network.
  - Work with the AF network assessment team to deliver monthly communication to school leaders to clearly articulate critical information about our internal assessments, as well as state assessments.
  - Serve as the main point of contact for schools and the team when questions arise.

#### **Skills, Characteristics and Beliefs**

- A track record of managing projects start to finish to achieve desired outcomes – both independent projects and those involving multiple stakeholders and performers
- Strong skills in working across multiple stakeholders with a variety of perspectives, including the ability to present information clearly and the equally important ability to listen carefully
- Strong attention to detail, commitment to accuracy and a track record of developing and maintaining personal organization systems for managing multiple workflows: being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- Excellent meeting facilitation skills- particularly in explaining a challenge and moving towards resolution
- Excellent written and verbal communication skills and keen communication judgment
- Track record of successfully managing up to achieve outcomes
- Innovator’s Mindset: Flexible and adaptive; comfortable with ambiguity, excited by change
- Growth-oriented, with a thirst for feedback and desire to improve
- Solid technical skills and experience with Microsoft Word, Excel, and PowerPoint – proven track record in learning new technologies quickly
- Belief in the Achievement First’s mission and the Greenfield educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

#### **Educational Background and Work Experience**

- Bachelor's degree from a competitive college or university
- A minimum of 5 years of relevant work experience, education related operations strongly preferred
- Experience in project management of large or complex bodies of work

**Special Work Requirements**

Some evening and weekend work may be required. The position is based in Brooklyn, NY, Providence, RI or New Haven, CT. Occasional travel between these 3 regions will be necessary.

**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 with the job title in the subject line to: **greenfield@achievementfirst.org**

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/>.