

Curriculum & Assessment Strategy Associate

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 36 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 of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

We are hiring an Associate 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 our elementary and middle school courses and expanding our strategy to build Daily Lesson Resources for high school courses. In addition, Achievement First is embarking on a 5-year plan with the focus on raising the bar for our vision of effective teaching to ensure that our classrooms foster independent learners who are engaged and excited by the big ideas rather than dependent learners focused on procedural learning. The Curriculum & Assessment Associate 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 and ensure a high bar for cross-content outputs. This role will specifically work closely with our elementary program team and so experience at the elementary level is a plus, but not a requirement.

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

- **Create a cohesive K-4 curriculum strategy in collaboration with the Elementary Regional Superintendent responsible for overseeing the development of instructional resources and teacher & leader training:**
 - Meet with Achievement Directors across content areas and review instructional resources to develop a cohesive map of the key skills and understandings we expect our K-4 scholars to learn as they progress through our K-4 program.
 - Look at instructional resources across content areas to create a clear standard of excellence for what defines an exemplary unit plan or daily lesson resource to then help guide the team in developing resources aligned to this vision.

- Facilitate the collaboration across multiple content teams to create a cohesive leader and teacher training experience.
 - Lead the video strategy to ensure we are capturing and producing model videos to guide teacher and leader understanding of excellence in our academic program.
- **Coordinate structures for collaboration across Elementary Achievement Directors to ensure the team’s effectiveness.**
 - Serve as the “right hand” partner to the Elementary Regional Superintendent in charge of program to look ahead on key decisions that need to be made and problem solve challenges.
 - Support the Elementary Regional Superintendent in charge of program in scheduling of larger meetings and touchpoints with key stakeholders to maintain a laser focus on achieving key goals.
 - Manage a core rhythm of team meetings to ensure collaboration, cohesion, and skill building.
 - Communicate key decisions and timelines to the Elementary Teaching & Learning Team and work with the Elementary Team on building in key trainings and input discussions.
 - 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:**
 - 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.
 - Provide support in the the Instructional Budgeting process so that our schools are ordering resources aligned with our curriculum.
 - **Support our development of strong network-wide assessments:**
 - Upload network-wide assessments into our online assessment platform and edit to ensure formatting is accurate
 - Gather feedback on assessments from instructional teams and edit assessment content and format
 - Review and proofread assessment drafts to ensure final resources are error-free and aligned to curricular standards
 - **Cross-Team Project Management, Problem Solving, & Support**

- Bring a “roll-up your sleeves” approach to the work across the Academic Operations & Strategy team including partnering to problem-solve complex cross-team initiatives, supporting large scale teacher and leader trainings, and project management of strategic initiatives

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
- Ability to facilitate a meeting – particularly bring skills 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:

Marcus Cortez

marcuscortez@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/>.