# Digital Learning Associate

**Start Date:** **Immediate**
**Team:** **Systems & Data**
**Location:** **Brooklyn, NY**

**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.

**About Team Systems & Data and Digital Learning:**
Team Systems & Data works to ensure that both the leadership and teachers at Achievement First and its network of schools have the data, analysis, reports, and skill sets to support strategic decision-making and to inform instructional planning. Their Digital Learning team focuses on developing, researching and evaluating technological tools and strategies to support instruction as well as maximize student learning.

**Summary**
Over the last few years, Achievement First schools have taken significant steps to develop innovative instructional models that leverage technology to amplify teacher impact, maximize learning time and differentiate learning. Through diverse, rigorous experimentation and open dialogue with AF teachers, school leaders, and experts nationwide, Achievement First has brought promising results and increased the organization's commitment to the support of technological integrations across the curriculum at all grade levels. Achievement First is looking for an enthusiastic and collaborative partner with a problem-solving attitude to lead the support, implementation, training and ongoing refinement of our digital learning and technology integration work across our network of schools.

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

● Partner with other school-facing network teams to provide in-network consultations to our schools as needed for support and solutions to emerging needs
● Partner closely with the Director of Digital Learning to coordinate strategies and implications for technology infrastructure, hardware, and software in schools.
● Focus on project management, and sustainability planning
● Provide software documentation and training materials to Digital Learning Liaisons who support software at the school level
● Manage partnerships with education technology vendors to ensure that program content systems requirements are implemented as expected and escalating technical issues for timely resolution
● Engaging with teachers and students to solicit feedback on digital learning software and technology hardware.
● Provide support to teachers and network teams on instructional technology tools and software issues.
● Communicate and manage Digital Learning systems and best practices across schools and network teams.

**Skills and Characteristics**

*The ideal candidate meets most of the criteria below and is eager to learn and develop in all of them.*

- Understanding of educational technology and digital learning approaches
- Knowledge of Google Chrome and Chromebook operations
- Strong problem solver who can effectively diagnose each problem so that the right resources can be brought to bear
- Strong project management, planning, and presentation skills
- Ability to provide strong communication and vision
- Able to develop and manage toward long-term strategy, while executing on short-term needs
- A determined leader 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
- Knowledgeable in SIS, report and data management
- Calmly handles ambiguity and is resourceful in pursuit of outcomes
- 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, Master's degree preferred though not required
- Demonstrated effectiveness in leading efforts to integrate technology into classroom teaching
- Experience with educational technology and digital learning models/applications, demonstrating a strong track record of program development and integration
- At least 2 years of K-12 classroom teaching and management, preferably involving technology and blended learning models.

**Compensation**

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

**To Apply**

Complete this application form to submit **both** a cover letter and resume: https://goo.gl/6NbnZH
Applications without a cover letter will not be considered.

In your cover letter please describe your overall interest in the position and how your professional and/or academic background makes you a good fit.

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

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/.