

## Director of College Readiness

**Start Date:** Immediate  
**Team:** Team College  
**Location:** Brooklyn, NY/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](http://www.achievementfirst.org).

### About Team College:

Nationally, there is an 8% college graduation rate for low-income students. To us, that is unacceptable, and AF's Team College is setting out to change it. Our audacious goal is that 100% of students are accepted to and graduate from our country's top colleges. With college access and college completion programs across our schools, we are serving hundreds of high school students—and hundreds of our high school alumni—on the path to college graduation.

### Summary

Team College seeks a Director of College Readiness. This role will serve as a bridge between our high school and college teams, ensuring students and families are prepared for the college process - academically, socio-emotionally, and financially. The ideal candidate is a strategic thinker with strong collaborative project management and operational skills who will thrive on an entrepreneurial and growing team. This position offers an opportunity to be at the forefront of college and career access and success work at one of the nation's top charter school networks.

### Responsibilities of the Director will include but are not limited to:

- **Create, codify, and oversee the execution of a college/career-oriented family engagement process.**
  - Develop a grade 8-12 calendar of student and family programming, alongside a designated series of workshops that focus on financial preparation for college. This will extend to K-12 over time.
  - Create exemplar materials for each type of family engagement planning. Develop an evaluation rubric to assess individual school strength of execution, and coach staff on how to improve.
  - Partner with school teams to maximize family attendance at key events. Leverage technology to maximize information dissemination for families unable to attend events or to all families between events.
  - Promote deep knowledge of the college/university landscape (e.g., the importance of ECC, why Early Decision matters) and build partnership among students, families and school-based college office staff to increase the likelihood that students persist in college.
  - Create an alumni parent network and leverage former AF families as a support network for families currently working through the college application and decision process.

- **Identify and integrate innovative financial strategies into AF's college access and success work.**
  - Manage and expand, AF's "Bridge Funding" scholarship application and administration process, which allows students to attend schools with higher graduation rates despite a higher cost.
  - Create information or resources that will support the strongest college and career decision making processes catered to families based on their financial need.
  - Create a clear point of view on AF's guidance on choosing a college and how to consider the cost of attendance and graduation rates when making a decision.
  
- **Develop and lead the execution of a series of bootcamps and workshops to ensure AF Seniors enter the college process with strong personal statements, clear college lists, and having made a decision on any early application processes they might want to explore.**
  - Create a calendar of bootcamps and workshops that fit with existing school calendars.
  - Develop exemplar materials for the contents of these sessions, detailed agendas for how the sessions will work operationally, and measures of success to evaluate the impact of these sessions.
  - Provide any staff training necessary to ensure strong execution.
  
- **Direct school support for the Foundations of Leadership course**
  - Build relationships and work closely with Achievement First's high school principals, Deans of College and Foundation of Leadership (FOL) teachers to ensure a high-level of input, investment, and collaboration for curriculum implementation and revision.
  - Work in partnership with school-based Deans of College to provide on-site support of Foundation of Leadership teachers through the support of their planning and execution of the FOL course.
  - Ensure integration of financial literacy guidance and early decision investment in the appropriate windows of the course.

### **Skills and Characteristics**

- Ability to thrive in a fast-paced environment; ability to work independently
- Self-starter with strong work ethic and a passion for problem-solving
- Motivated by challenges and a strong desire to learn new technologies
- Excellent personal organization, project management, and time management skills, including ability to manage time across multiple projects and priorities
- Proficiency in Excel, PowerPoint, and SQL required
- Ability to distill complex data and other information into easy to understand analysis with actionable next steps
- Excellent oral and written communication skills
- Belief in the Achievement First mission and educational model
- Maturity, humility, sense of humor and "roll-up-my-sleeves" attitude

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

- Bachelor's degree
- 4-5 years of relevant work experience
- Background in college access and/or readiness serving students from underrepresented backgrounds

**Compensation**

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

**To Apply**

To submit an application, please attach your resume and cover letter through the web form below:

<https://app.smartsheet.com/b/form/9a1a6f0fd0a148fb848710f844e3d8b9>

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

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.