

Associate Product Manager, Greenfield Schools

Start Date: Immediate

Team: Greenfield

Location: Based in the Northeast, ideally Brooklyn, NY, Providence, RI, or New Haven, CT



Watch Our Video: 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:

- **Academic 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.

AF's Commitment to Excellence and Innovation in Technology Integration

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 in our Greenfield Schools.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

Position Overview and Responsibilities

The Associate Product Manager, Greenfield Schools is an essential member of the Greenfield Operations Team and reports to the Director of Project Management. This role is an excellent opportunity for a former educator and/or professional with online/blended learning experience to work closely with a high performing, cross-functional, innovative team on an inspiring school model. The Associate Product Manager will support the Greenfield Team to identify, select, adopt and evaluate online learning solutions and support/ train our 5 Greenfield campuses in their use to meet intended learning objectives.

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

Product Management of Greenfield Digital Learning Tools and Online Learning / Assessment Systems

- Work closely with our Systems & Data team to product manage all of the Greenfield Program's digital learning tools and online learning & assessment systems throughout their entire life cycle
- Create and manage processes to update internal documentation to ensure strong knowledge management
- Develop and/or lead training for Network and School Stakeholders so that all key players have the information and skills needed to effectively leverage tools and systems

- Plan for and manage product evaluation and implementation cycles that are rooted in data, stakeholder feedback and industry best practices

Support and Management of Support Systems for Schools

- Provide best in class support to schools through our internal ticketing system on all Greenfield systems and tools
- Manage escalation of concerns as needed to other Network stakeholders to resolve problems seamlessly and efficiently for school stakeholders
- Manage partnerships with education technology vendors to ensure that program content systems requirements are implemented as expected and escalating technical issues for timely resolution
- Partner with other support and system team members to identify, share and codify best practices in providing excellent support to schools

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
- Required baseline knowledge of Google Chrome and Chromebook operations
- Preferred knowledge of Illuminate Assessment Platform and/or Cortex Learning Management System
- Preferred experience with orchestrating school support via Zendesk or another similar support platform
- Knowledgeable in SIS, report and data management
- Strong problem solver who can effectively diagnose each problem
- Strong project management, planning, and presentation skills
- Ability to provide strong communication and vision
- Ability 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
- 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.

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

Complete this application form to submit **both** a cover letter and resume: <http://bit.ly/applyGF>. Applications without a cover letter will not be considered.

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/>.