

## Associate Director of 9-12 Composition

**Start Date:** July 2020  
**Team:** Team Teaching and Learning  
**Location:** Based out of Brooklyn, NY or New Haven, CT

### About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 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 14,000 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).

### Summary

The Associate Director of 9-12 Composition is an integral part of the high school team that works with principals, academic deans, and teachers to craft and drive the vision behind an exemplary composition program. We work closely with these teammates to ensure that they develop the tools, skills, and knowledge necessary to navigate a changing landscape through professional and curricular development, core skill building, classroom observations and data analysis. This position offers the opportunity to be at the forefront of this instructional work at one of the nation's top charter school networks.

### Responsibilities of the Associate Director of 9-12 Composition Will Include but Are Not Limited to:

- **Manage Program Vision and Implementation**
  - Act as a thought partner to the network leadership teams to help synthesize the network vision for composition instruction, contribute to the development of clear programmatic recommendations for school leaders, and disseminate pertinent and cutting edge research to key players
  - Provide direct support to schools by observing instruction alongside Academic Deans and working with deans to provide feedback and support to teachers
- **Coordinate Core Systems**
  - Coordinate school leaders, deans and teachers in maintaining quality control of core systems integral to teaching and learning, such as process-based assessment, interventions, data collection, etc.
- **Facilitate Professional Development**
  - With the high school composition team, develop professional development sessions that support vision setting for the program, implementation of the curriculum and growth of core skills and knowledge
- **Develop Curriculum**
  - Develop exemplary curriculum materials that are aligned to the Common Core State Standards and AP requirements
  - Manage school-based planners and consultants by providing formal and informal feedback on their materials. Specifically, these materials will include unit plans, assessments, accompanying lesson plans and student work

- **Coaching and Observations**
  - Conduct focused observations to push content-specific instructional practices, improve implementation of curriculum, gather information on best practices and pilot new projects
  - Develop instructional eye of deans and principals through focused co-observations and feedback
- **Analyze Data**
  - Deeply analyze student achievement data (student growth, student work samples, interim assessments and state tests) to determine how to better develop materials and provide targeted, high quality teacher training

### **Skills and Characteristics**

- Deep content and pedagogical expertise in literacy
- Exceptional collaboration, communication, analytical and influencing skills
- Exemplary writing skills
- Willingness to do “whatever it takes” and strong team player
- The ability to work autonomously as well as take direction as needed
- Solid technical skills and experience with Microsoft Office Suite
- An acute attention to detail and excellent organizational skills
- The ability to see through multiple projects with many moving parts from beginning to end
- Belief in the Achievement First mission and open to educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

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

We would prefer a candidate with:

- A bachelor’s degree
- Experience as a highly successful writing teacher and people leader
- A proven, multi-year track record of exemplary writing achievement, especially the achievement of low-income, minority students

Some weekend/evening work and travel within New York and Connecticut are required.

### **Compensation**

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

### **To Apply**

Email a cover letter and resume to:

Marcus Cortez

[marcuscortez@achievementfirst.org](mailto:marcuscortez@achievementfirst.org)

In your cover letter please respond to the following:

- Why do you want to work at Achievement First?

- Describe your track record of exemplary student achievement and explain how this experience has prepared you for this role.
- How have your experiences and education prepared you for the demanding work necessary to push literacy practices and student achievement forward?

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/>.