

## Associate Director of K-4 ELA Achievement

**Start Date:** July 2020  
**Team:** Team Teaching and Learning  
**Location:** New Haven, CT, or Providence, RI

### 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 K-4 ELA Achievement is an integral part of the ELA team that works with superintendents, principals, academic deans, and teachers to craft and drive the vision behind an exemplary ELA program. We work closely with these cohorts to ensure that they develop the tools, skills, and knowledge necessary to navigate a changing landscape with the introduction of the Common Core State Standards 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 K-4 ELA Achievement Will Include but Are Not Limited to:

#### Manage Program Vision and Implementation

- Act as a thought partner with elementary regional superintendents and Team Teaching & Learning to help synthesize the network vision for ELA instruction and contribute to the development of clear programmatic recommendations for school leaders

#### Coordinate Core ELA Program Systems

- With the elementary ELA team, lead school leaders, deans and teachers in maintaining quality control of core systems integral to teaching and learning, such as process-based assessment, data collection, etc.

#### Facilitate Professional Development

- With the elementary ELA team, develop professional development sessions that support vision setting for the ELA program, implementation of the curriculum and growth of core skills and knowledge

#### Develop Curriculum

- Create and revise exemplary curriculum materials that are aligned to network priorities
- Manage lead 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 school observations at varying intervals throughout the year 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 work samples, weekly quizzes, interim assessments and state tests) to determine how to better develop materials and provide targeted, high quality teacher training

### **Skills and Characteristics**

- Track record of motivating and inspiring large groups of adults, leading to strong achievement results
- Deep content and pedagogical expertise in elementary ELA
- Exceptional collaboration, communication, analytical and influencing skills
- Strong writing skills
- Willingness to do “whatever it takes”, including acting urgently and flexibly
- Team player
- The ability to work autonomously as well as take direction as needed
- Strong data analysis skills
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint and Publisher and with Adobe Acrobat
- Attention to detail and strong organizational skills
- The ability to see through multiple projects with many moving parts from beginning to end
- 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:
- Four or more years of highly successful ELA leadership experience
- A proven, multi-year (3+) track record of exemplary ELA achievement, especially the achievement of low-income, minority students
- Significant experience planning and executing professional development for large groups of experienced educators
- 4 or more years of highly successful teaching or leading experience in a school serving primarily low-income students

**Some weekend/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**

Email a resume to:

Marcus Cortez

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

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/>.