

## Director, K-12 Content Development

**Start Date:** July 2020, Flexible  
**Team:** Academic Operations and Strategy  
**Location:** New York, Connecticut, or Rhode Island (Preferred)

**Who are we?** Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. Achievement First (AF) exists to address the legacy of racism in education in America. We know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. At the core of our approach is the shared journey by our students and staff to fulfill our incredible potential. 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).

**Just the facts.** Achievement First has consistently been rated one of the top charter school networks in the country, AND we are still learning and growing. AF is a non-profit 501(c)3 organization that currently supports 37 public charter schools in New York, Connecticut, and Rhode Island. The mission of AF is to deliver on the promise of equal educational opportunity for all children. We currently employ more than 2,000 staff -- 47% of whom identify as Black, Latinx, or Multi-racial -- who collectively educate more than 14,300 students in Brooklyn, NY; Providence, RI; and New Haven, Bridgeport, and Hartford CT. More than 85% of our students qualify for free or reduced priced lunch. Our students are proving what's possible by achieving breakthrough results in terms of academic achievement and long-term college persistence.

Our focus and reach extend beyond the students and communities that we serve directly. Achievement First is an engaged and prominent partner in the broader education-reform movement, partnering with schools and networks from across the country and openly sharing all of our resources with all educators free of charge. We currently serve more than 100,000 additional students through two key partnership initiatives. Our Charter Network Accelerator is an intensive cohort-based training program for CMO leaders (with a focus on leaders of color) who are looking to increase the number of top-quality options available to parents across the country; and through our Navigator Program, we provide coaching and support for district and charter schools who want to adopt and adapt our curriculum and instructional practices to help students achieve breakthrough results.

**Why work at Achievement First?** First and foremost: you should work at AF if you believe in our values (<https://www.achievementfirst.org/how-we-work/our-values/>) and want to surround yourself with people who share them. We are committed to *leading for racial equity*. We approach our work with humility, humanity, and the recognition that both what we do and how we do it must model the equity we seek. We *strive for excellence* by setting a high bar in all areas and pursuing it relentlessly. We *care about the whole person* and are known to be as warm as we are demanding. We *choose joy* and actively seek out moments of humor, gratitude, and deeper purpose for ourselves and with each other. We know that we will *go further together* and intentionally choose to join forces on both big and small things. We name brutal facts, *embrace challenge*, and see our mistakes as opportunities to get better.

Finally, come to Achievement First if you want to help support schools that are striving to not only close the achievement gap but also to redefine what's possible in education. We are obsessed with getting better and are working to create some of the best schools in the country - schools that support not just student's academic success but also their social-emotional learning, identity development, independence as learners,

passion/enrichment/extracurriculars, and life-long fulfillment. AND, at AF, we believe getting better starts with looking in the mirror. We have done a lot of that lately, as we have more aggressively confronted our own biases and unacceptable gaps in our student experience. We are committed to addressing inequity within our systems, culture, and talent with resolve to walk the long road ahead to the true equity and opportunity that our kids and families deserve. So, *come to Achievement First if reflection, challenge, and growth feed your soul.*

### Functional Vision

Achievement First will be widely recognized as one of the top-performing CMOs in the country, in large part because of our ability to support the professional growth of our teachers and leaders. We will continue to develop distinctive knowledge about how to teach and lead in ways that positively impact student learning. We will then codify that knowledge and disseminate it through trainings.

### Major Duties and Responsibilities

The Director of K-12 Content Development supports the professional growth of Achievement First's teachers and leaders in the following ways:

- Partnering with Chi Tschang and Achievement Directors in various content areas to ensure the development of high-quality PD content through video and associated media, including frameworks and PD session plans.
  - Leading 1-2 working groups per year to codify best practices for instruction and instructional leadership:
    - Identifying the most skilled teachers and leaders within and beyond AF for the working group(s)
    - Coordinating filming of leaders and teachers with professional videographers
    - Coaching teachers / leaders to exemplary video footage
    - Reviewing video footage of leaders and teachers across our regions
    - Design and maintain video catalogues, clip guides and video systems
    - Designing and developing new and existing content frameworks (e.g., implementation one-pagers, planning templates, written guides)
  - Leveraging the resources from the working groups to develop the agenda and materials for broader organizational PDs (e.g., Instructional Leadership PD, Principal cohort meetings, Principal Retreats, All Leader Training)
    - Creating PD agendas and materials for training

### Qualifications

- Strong and creative problem-solving, critical thinking, and strategic planning skills, including the ability to disaggregate and solve complex problems
- Attention to detail: Takes joy in analysis and detail-oriented tasks
- Excellent written and oral communication skills
- Expertise in instruction and instructional leadership: must be able to identify growth areas in both instruction and coaching, and name clear action steps for improving teacher / leader practice
- Demonstrated ability to be self-directed and take initiative
- Ability to learn quickly and to be effective in a fast-paced, dynamic, entrepreneurial environment
- Professional demeanor with the ability to facilitate decision-making among multiple parties
- School Leadership experience in schools and across multiple content areas / gradespans strongly preferred
- Belief and urgency in the Achievement First mission and educational model
- This role may require travel up to 25% time

**Educational Background and Work Experience**

- Bachelor of Arts Degree, preferred

**Key Relationships**

- **Reports to:** Chi Tschang

**Compensation**

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

**To Apply**

Achievement First welcomes comments, referrals, or expressions of interest. The review of applications will begin immediately and will continue until the position(s) is filled.

- Inquiries or applications (consisting of a letter of interest and a current resume) should be directed to [alexandrawillis@achievementfirst.org](mailto:alexandrawillis@achievementfirst.org).

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/>.