

Vice President, Special Services

Position: VP, Special Services

Team: Team Special Services

Based in: New York, Connecticut, or Rhode Island

Reports to: Christina Braganza, Chief Program Officer

Role description:

Achievement First is committed to providing excellence and equity, including an exceptional education for students with disabilities, students who struggle, and English Language Learners. Over the next five years, AF is focusing on Great Teaching fueling an Exceptional Student Experience for ALL students. The VP of Special Services will be responsible for managing and further defining how to manage the special services team to support all schools to serve all scholars. They will also oversee the efforts to continue to define the special services continuum and program offered across AF regions (e.g. HS pathways, RI infrastructure, etc.) as well as oversee the identification process for the Empower programs, our in-house program for serving scholars with more significant disabilities that cannot be accommodated within our standard school model. The job combines refining our vision, developing and refining strong core practices, training school leaders and teachers, and reflecting and acting on data. The VP leads a team of special services directors, a data senior associate, and the Director of Social Work who define our core practices, lead PD, and provide site-based support.

Goals, Responsibilities

Key Goals

- Performance of Students with Disabilities (SWDs): (ES: state tests and STEP; MS: state tests; HS: GPA)
- Talent: Cohort Performance Data for Special Services Leaders + Social Workers (retention, % who identify as BLM)
- Reading Intervention Growth Data
- Behavior Intervention Data
- Team Performance Data (Retention + Org health)
- Core Program definition (knowledge management)

Essential responsibilities of the VP include, but are not limited to:

- ***Improve student achievement by defining the vision for exceptional K-12 special services***
 - Clarify and codify definitions of Excellence with strong Knowledge Management (often differentiated by region and academy level) for the following:
 - Portfolio support strategy (e.g. data stepbacks, school support time allocation, etc.)
 - Professional Development strategy (e.g. cohort days)
 - New initiatives (to be determined each year)
- ***Create and influence the conditions for excellence, alignment, and investment around an exceptional K-12 special services program***

- Deeply understand the diverse perspectives of regional superintendents, principals, and other school leaders through various communication and input structures, and cultivate positive and productive partnerships
 - Collaborate with Team Student Experience and other key network support teams to ensure alignment, coordination, and communication (focus on defining and strengthening collaboration with Team Student Experience)
 - Use data to drive outcomes
 - Setting / refining targets for the team/schools
 - Actively monitor data, looking for trends ... and where to celebrate and lean in
 - Support all Directors to lead strong data reviews
 - Oversee continued R & D of student experience best practices (looking internally and externally) that result in continued refinement of our vision
- ***Ensure high quality training for all key stakeholders.***
 - Define the vision for Special Services development, including competencies to focus on
 - Support the definition of a Social Work vision for development
 - Collaborate with academic ops to define and perform strong summer training
 - ***Lead a high performing and cohesive Team Special Services (>85% on Q9 (a set of questions we use to assess the health of our teams)).***
 - Ensure Directors and team are successful (clear Roles & Responsibilities and measures for success), learning (working toward transferable development goals, frequent mechanisms for formal and informal feedback), and happy (80%+ team retention)
 - Create conditions for collaboration and communication across the team (comprehensive calendar, shared team norms, meeting matrix, structures for coordination)
 - Create and execute management structures (weekly check-ins, stepbacks, career conversations)
 - ***Ensure cohesion with and support other NS Teams as they own the following work:***
 - Team Student Experience
 - Team Academic Ops
 - Team Systems + Data (reports)
 - Team Development + Finance (state reporting)
 - Team Legal and Compliance
 - Team Schools Ops (funding)
 - ***Depending on the candidate's previous experience, they may also coach a region's Directors of Special Services to ensure learning for all students in that region.***

Interested in applying?

If you are interested in applying for the VP of Special Education role, send your resume to [Christina Braganza and Paul Astuto](#) by 6/18/20. We will follow up with candidates to name the next steps in the process from there.