

Associate, Safety

Start Date: October 2021
Team: School Operations
Location: Flexible

Who are we? 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.

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 nearly 15,000 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.

Achievement First is also an engaged and prominent partner in the broader education-reform movement, partnering with schools and networks 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 our Charter Network Accelerator and Navigator partnership organizations.

Why work at Achievement First? First and foremost: you should work at AF if you believe in 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. We choose joy and actively seek out moments of humor, gratitude, and deeper purpose. We know that we will go further together and intentionally join forces on both big and small things. We name brutal facts and see our mistakes as opportunities to get better.

Finally, come to Achievement First if you want to help schools redefine what's possible in education. We are working to create some of the best schools in the country - schools that support not just students' academic success but also their social emotional learning, identity development, independence as learners, passions, 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 and staff 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 our kids and families deserve. So, come to Achievement First if reflection, challenge, and growth feed your soul.

The Opportunity: The Associate, Safety, is responsible for leading the efforts on our schools' reactive COVID-19 safety planning. As a key part of the COVID response plan, the Associate works closely with the operational program team, our Regional Directors of Operations, co-VPs and our school-based ops team members to streamline and support the work done on the ground at our schools.

Major Duties and Responsibilities include but are not limited to

Owner of reactive COVID response

- Key Performer in updating AF's COVID Emergency Response Plan, which outlines steps schools need to take in case of a positive case within a school.
- Responsible for communicating and training emergency response protocols to school leaders across 5 cities and 3 states, including developing both written and in-person/webinar-based trainings for school leaders.
- Monitor's our host districts' updated policies on quarantine requirements for positive cases, travel, etc.; connects with other schools in the district to inform our policies.
- Point person for schools for positive case management.

Contact Tracing

- Lead support for schools in contact tracing a positive case.
- Works directly with Director of School Operations, Principal, Regional Director of Operations, and Regional Superintendent to coordinate response and communication plan for a positive case.
- Identifies relevant seating charts and information to determine who has been a close contact.
- Reports positive cases to local health reporting agencies.
- Ultimately responsible for following AF's internal quarantine protocol plan, including calling meetings and ensuring a streamlined and swift response to positive cases.

Data Reporting

- Responsible for tracking community spread rates weekly - identifying whether we need to alter our mitigation strategy response.
- Owner of key data reports - including the bi-weekly safety assessment schools need to implement.
- Responsible for tracking positive cases, school quarantines and any full school closures to ensure minimal COVID spread in our schools.

Experience and Qualifications

- 2 years of work experience with a track record of achieving performance goals and executing against a high bar
- Belief in Achievement First's mission and educational model
- Highly motivated; desire and ability to succeed in a fast-paced, detail-oriented, and results-driven environment
- Excellent communication (written and oral) and a track record of working collaboratively with others
- Proven ability to manage up and across to outcomes
- Highly reliable personal organization system for managing multiple workflows, including being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work

- Refined project planning and management skills, with the capability of seeing projects through from beginning to end
- Ability to proceed in the absence of clear and immediate answers to problems; flexible enough to work autonomously as well as take direction as needed
- Highly proficient in MS Word, MS Excel, and MS PowerPoint

Please note: This is an interim grant funded role for a 12-month employment opportunity.

Compensation: Salary is competitive and commensurate with experience. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here:

<http://www.achievementfirst.org/about-us/diversity/> .

To Apply:

If you would like to apply, please send a resume and short cover letter telling us why you'd be a strong fit for this role to Caprice Hoeveler at capricehoeveler@achievementfirst.org. If you are a current Achievement First employee, please CC your direct manager on your submission.

Research shows that while men apply to jobs when they meet about 60% of job criteria, women and other marginalized groups tend to apply only when they check every box. So if you think you have what it takes, but you're not sure that you check every box, we still want to hear from you.

We also welcome referrals for this role. Please send any referrals to Caprice Hoeveler at capricehoeveler@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/>