

## Manager, 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 41 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 student's 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 Director of Safety is a critical member of the COVID response team, and is responsible for leading the efforts to mitigate the spread of COVID through our schools. As a key part of Team School Operations, the Associate Director of Safety works closely with the operational program team, co-VPs, Regional Directors of Operations, and our school-based ops team members to implement the organization's safety protocols and support the work done on the ground at our schools.

**Major Duties and Responsibilities include but are not limited to:**

#### **Owner of proactive COVID Safety Response**

- Using CDC and local/state guidance, revises safety protocols as the pandemic continues and as community transmission rates change.
- Responsible for documenting all policies, developing and training staff on all policies; including but not limited to updating AF's Operational Parameters, Mask policy, Visitor Policy, and Facilities management plan.
- Manages process for bi-weekly safety walk-thrus - determining an individual school's progress on maintaining mitigation strategies.
- Oversees COVID Asymptomatic Testing program at our schools across three regions - including staffing testing, communicating with schools, and being the liaison between health staff and network.
- Participates in regular meetings each district/state holds with key updates regarding safely operating schools in the pandemic.
- Monitors community spread rates in our communities to determine if schools need to implement more conservative safety protocols.
- Responsible for supporting school leaders in implementing safety protocols at their campuses; including developing resources and tools, answering questions and visiting sites to support schools.

#### **Manages reactive COVID Safety Response**

- Ensure schools are following quarantine protocols as mapped out by local districts, and that guidance on how to execute protocols is clearly communicated both in writing and via training.
- With support from Associate, responsible for updating AF's COVID Emergency Response Plan, which outlines steps schools need to take in case of a positive case within a school.
- Manages Associate to assist schools with contact tracing for a positive case; including developing a streamlined process for impacted students and staff who need to quarantine.
- Works with our legal and human resources team to define processes for determining vaccination status of staff and students.

#### **Liaison between state and local districts and organization**

- Develops relationships with key local health department staff members to ensure the organization is up to date on any new guidelines coming out.
- Participates in regular meetings updating guidelines and share information back with AF COVID team

#### **Experience and Qualifications**

- 5 or more years of project and systems management experience.
- Strong project management skills, including ability to manage multiple work-streams

- Adaptive leadership style with the ability to work across multiple teams and to manage without authority.
- Ability to unlock the potential of direct reports to become stronger managers.
- Belief in Achievement First's mission and educational model
- Highly reliable organizational systems and outstanding communication skills.
- Extraordinary detail orientation
- Effective at working across lines of difference.
- Focused on outcomes; Flexible and critical thinker and strategic problem-solver who can unstick murky problems and drive towards outcomes.
- Builds strong relationships throughout the organization and remains oriented on making sure the work of Network Support stays focused on serving and supporting our schools with excellence
- Maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude
- Experience working in a school context a plus
- Background or experience in public health, school health, or emergency response a plus

*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](mailto: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](mailto: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/>