

Associate Director, Safety

Start Date: February 2022
Team: School Operations
Location: Flexible

About Achievement First

Achievement First serves more than 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

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 TeamSchool 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
- You are vaccinated against COVID-19 (see more below for policy details).

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

Compensation

Salary is competitive and commensurate with experience.

To Apply

Apply by completing [our online application form linked here.](#)



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.

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/>.

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.