

Senior Director, Curriculum & Assessment Strategy and Operations

Start Date: Immediate
Team: Team Academic Operations
Location: Remote, but within 2 hour drive or airplane ride to NY preferred

About Achievement First:

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 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.

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.

Summary

The Senior Director of Curriculum and Assessment Strategy and Operations is responsible for overseeing the design and operations for Achievement First’s curriculum and assessment strategies to ensure we deliver on the resources and guidance we are committed to providing to our schools. Working closely with our Superintendent and Chief Program Officer, the Senior Director will understand the complexities of curriculum and assessment across all grades and set the guardrails that ensure a vertically aligned program.

The Senior Director will oversee a team (4-8 people) to deliver on the production of curriculum and instructional resources, set up the policies and operations for summative and formative assessments, and ensure our curriculum and assessment strategies fit into AF’s larger program goals and priorities. This person will partner closely with senior leaders to take strategies from ideas to plans that can be implemented across 40+ schools and have a high degree of lateral management of Team Teaching & Learning (a 30+ person team).

Responsibilities of the Senior Director, Curriculum & Assessment Strategy and Operations will include but are not limited to:

- **Manage Curriculum & Assessment sub-team of Team Academic Operations & Strategy**
 - Accountable for our curriculum and assessment strategy, ensuring that we deliver on what the network has promised to schools in terms of curricular resources, assessments, etc.

- Directly manage 3-4 people and 2-3 indirect reports who support our K-12 strategies and the work detailed below.
- Oversee team functioning, team priorities & workflow, and individual performance.
- **Set expectations for curriculum and instructional resource design strategy**
 - Set expectations for curriculum instruction resource design strategy across K-12 and operationalize those strategies.
 - Assess strategy effectiveness, partnering with Vice Presidents of Great teaching to evaluate changes moving forward.
 - Lead ongoing shifts to strategy based on changing needs, ensuring we are able to reallocate resources effectively to meet those needs.
 - Responsible for the experience of teachers and leaders in leveraging instructional resources.
- **Design assessment strategy**
 - Design the assessment strategy and our organizational beliefs and approach to assessment
 - Understand & be able to communicate clearly regarding the K-12 assessment landscape - both formative and summative assessments, what is required at each academy level, and other implications for assessments (teacher & leader evaluation, grant funding, etc.) - to ensure cohesion across the network as assessment decisions are made.
 - Oversee the operationalization of the assessment strategies and partner with team System & Data to develop a strategy for sharing data with Senior Leaders and School Leaders to drive reflection and decision making.
- **Lead the hiring strategy for Team Teaching & Learning, Team Greenfield, and Team Academic Operations & Strategy**
 - Oversee the hiring strategies for Team Teaching & Learning, Greenfield Design Leads, and Team Academic Operations & Strategy and support the hiring for other program teams.
 - Design the hiring strategy that ensures fairness and equity throughout the process, including a strategy to develop a more robust and diverse pipeline
 - Design or refine competencies and interview materials for open roles. Plan and run interview days.
- **Set standards to ensure vertical alignment and equity across academy levels, and lead across strategic initiatives**
 - Understand and be able to synthesize the differences across elementary, middle and high school.
 - Produce guardrails that ensure an equitable experience and critical vertical alignment across academy levels.
 - Lead strategic initiatives in response to needs of organization.
- **Manage budget, key onboarding, and ongoing team engagement for Team Teaching & Learning**
 - Develop a long-term staffing plan and oversee the Teaching & Learning budget to ensure alignment of resources to our strategic plan and priorities.
 - Partner with Vice Presidents of Great Teaching to ensure Teaching & Learning has strong staff morale, understands the workflow of the year and delivers strong resources, and operates as a high functioning team.
 - Owns the development of key elements of onboarding for Teaching & Learning to build

familiarity with systems and structures at AF.

About You

- You have a Bachelor's Degree, prior teaching experience, and a solid understanding of curriculum development and assessment pedagogy. You have experience leading people and working across diverse stakeholder groups to accomplish defined goals.
- You are a practiced manager and rising leader, you can lead the work of those you manage directly as well as those you do not manage to achieve organizational goals.
- You lead by engaging others effectively — you shepherd key initiatives and corral resources, you are equally good at listening as you are to communicating out to others, and you know how to accomplish the work without doing all of the work.
- You believe outcomes come from smart, thoughtful, inclusive, consistent, transparent and nimble processes; when you are at the helm, team members trust the process will be efficient and fair.
- You are able to balance multiple priorities — overseeing an input session, meeting with a principal 1:1, building a project plan for a new initiative, doing a detailed review of communication — gracefully and with practiced personal organization and time management.
- You are an organizer by nature and connect with others easily; you meet people where they are.
- You see around corners and can anticipate the agenda that's needed today to mobilize and empower the objectives of next month, next quarter and next year.
- You are highly organized and fluidly manage documents in MS Office and GSuite, and are comfortable building a nimble stack of tools to get a new initiative off the ground.
- You have demonstrated experience managing data and building ad hoc reports; you might not know SQL, but you know how to navigate complex sets of data and communicate findings clearly in beautiful and digestible formats.
- You are a natural problem solver, fixer and finder of resources; in moments of tension, you defuse and resolve conflict.
- You are comfortable communicating in person, by phone, and over email, text, Slack, etc.
- You believe in the Achievement First mission and educational model.
- You bring a sense of humility, hunger for feedback, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude to this work.

Compensation

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

[To Apply click here.](#)

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/>.

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.