

Regional Director of Operations

Team: Operations
Location: New Haven, CT
Start Date: Immediate

About Achievement First:

Achievement First is a charter school management organization started in July 2003 by the leaders of Amistad Academy, a high performing charter school in New Haven, CT. A non-profit, 501(c)(3) organization, Achievement First is creating a network of achievement-gap closing charter schools in Connecticut and New York to bring to scale the dramatic, life changing student achievement results produced at Amistad Academy. Achievement First currently operates 20 schools in both NY and CT. Over the next four years, Achievement First will grow to support 30 schools serving over 11,500 students. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

Achievement First is currently seeking a strategic and dynamic regional director of operations (RDO). Reporting to the VP of school operations, each regional director of operations is typically assigned a portfolio of 4-8 schools to manage for operational excellence. In this capacity, RDOs co-manage Achievement First's school-based directors of school operations (DSOs) in all technical aspects of their role so that our principals can stay focused on their primary responsibilities as the instructional leaders of their buildings. In addition, RDOs support their DSOs by acting as the primary connection point to services from Achievement First's various network support teams. Finally, as an operations leader within the Achievement First community, he/she will play an active role in designing and executing centrally led initiatives to implement systems and practices that enhance the organization's efficiency and scalability. The regional director of operations will work closely with Achievement First's principals, our regional superintendents and the organization's network support team leaders.

Responsibilities of the regional director of operations include but are not limited to:

Management & Coaching

- Actively manages portfolio of DSOs, serves as an on-call resource, thought-partner, problem solver and coach
- Annually co-authors DSO performance evaluations, closely monitors progress relative to Operations Scorecard goal metrics, keeping principal closely abreast of progress and/or lack of progress

Operations

- School Readiness & Start-Up
 - Works closely with schools to prepare the campus for annual start-up/new school year (i.e., ordering furniture, equipment, and classroom supplies) as well as ensuring that school and student services (i.e., student food services, student transportation services) are lined up and ready from day one
- Facilities
 - Supports DSOs in ensuring that all schools in the portfolio are safe, neat, clean, and fully operational at all times; actively partners with Achievement First's facilities team on issues as needed
- Student Data Management
 - Provides oversight and support to the school-based operations teams around effective data management, ensures that strong practices are in place for the collection and accurate recording of all student data

- Human Capital Management
 - Serves as the first line of support for directors of school operations in matters pertaining to Achievement First’s personnel policies, benefits offering, and proper maintenance of HR records
- Compliance & Authorizer Relations
 - In partnership with Team External Relations, ensures that portfolio schools are in compliance with all local, state, federal requirements and coordinates authorizer visits and charter renewals as needed

Budget & Finance

- In partnership with members of Team Finance and school-based directors, ensures that the budget for each of his/her portfolio schools is managed effectively; actively partners with schools on the annual budgeting process
- Ensures that his/her portfolio of schools adheres to Achievement First’s fiscal policies and procedures and maintains accurate records of all financial transactions

Skills & Characteristics

- Develops strong relationships based upon trust, respect, effective communication and common goals
- Influences and motivates others to take action by adapting personal leadership style, anticipating and persuading and making a compelling case
- Attains results through critical thinking, problem solving, planning, execution and continuous improvement
- Achievement oriented; takes initiative, follows through on commitments and focuses on surpassing expectations
- Experience in leadership development with strong consulting and coaching skills
- Strong strategic thinking, planning, financial analysis and project management skills
- Exceptional organizational skills and an obsessive attention to detail
- Maturity, humility, strong work ethic, sense of humor and “roll-up-my-sleeves” attitude
- Demonstrates commitment to education reform and/or working with under-served communities

Educational Background and Work Experience

- Bachelor’s degree required, advanced degree (e.g., Education, Business, Policy, Law) is preferred
- Minimum of 7-10 years of relevant experience in education, non-profit, and/or business, preferably with management and operating experience

Compensation

Achievement First offers competitive salaries commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and why you are interested in the role, addressed to Jon Schwartz, VP of school operations at jonschwartz@achievementfirst.org. Applications will be reviewed on a rolling basis. Achievement First is an equal opportunity employer.