Success Academy Charter Schools

Title: High School Education Manager

Location: New York, NY

Job Type: Full-Time

Compensation Type: Salary

Start Date: ASAP

Job Description: We are New York City's top-performing and fastest-growing charter school network, and we are fundamentally reshaping public education. To ensure long-lasting change and a school model that will prepare current and future generations of children from all backgrounds with the subject mastery and skills to succeed in college and life, we have reconceived every aspect of school design, from elementary to high school. We now need results-driven Education Managers to join our school community.

Reporting to a school-based Assistant Principal, the Education Manager will be a results-driven leader using data to make decisions to promote rapid student achievement.

Primary Responsibilities:

- Working with meticulous attention to detail to manage the accuracy and utility of school-wide academic and assessment data so that the school leadership team can make fast, data-driven decisions and action plans to change adult practice
- Using excellent project management skills to manage our special education process by identifying at-risk scholars, identifying effective interventions and managing the Response to Intervention process, and leading parents and the Committee for Special Education to provide necessary services for scholars with special needs so that they achieve ambitious outcomes
- Designing school schedules, managing class enrollments, tracking credits and graduation requirements
- Planning and executing test administration (internal exams, Regents exams, and College Board SAT/AP exams)
- Lead and manage Education Coordinators to achieve ambitious outcomes

Qualifications:

- Bachelor’s degree
- Are leaders with conviction who know how to build relationships across teams and can inspire their school communities
- Have unparalleled commitment to action-driven analysis
- Are deeply self-reflective, passionate, and committed to world-class schooling and excellence
- Have grit and courage in the face of really difficult work
- Are proven people managers with the ability to set measurable goals to promote advancement of their school communities
- Are flexible, joyful, and able to manage through ambiguity

Application Instructions: Apply here: http://jobs.successacademies.org/job-listing/high-school-education-manager/4a9cc5e0-6770-45e5-97dc-b0e73b6e097c

To join our team, please upload a cover letter and resume that outlines your candidacy. Your cover letter should explain in detail your qualifications for the position. Resumes without cover letters will not be reviewed.
About the Organization: At Success Academy, we are redefining what’s possible in public education. Since opening our first school in Harlem in 2006, we have swiftly grown to 41 high-performing schools, from Bed-Stuy to the Bronx, serving approximately 14,000 kids. We are scaling to 100 great schools serving 50,000 children across New York City, bringing transformational change here and across the country. We believe all children, regardless of zip code or family income, deserve the life-changing opportunities that a world-class education brings.

Disclaimer Information: Success Academy Charter Schools is an equal opportunity employer and actively encourages applications from people of all backgrounds. Compensation is competitive and commensurate with experience. Success Academy offers a full benefits program and opportunities for professional growth.