Success Academy Charter Schools

**Title:** Learning Management System Associate

**Location:** New York, NY

**Job Type:** Full-Time

**Compensation Type:** Salary

**Start Date:** ASAP

**Job Description:** Success has launched its state-of-the-art Education Institute, which provides a sophisticated digital environment for our innovative scholar curriculum, adult e-learning courses and other training resources -- combined with the in-person practice and coaching that is foundational to our approach to adult learning. The Ed Institute will give us the capacity to train thousands of our own educators, as well as to spur innovation and to share our model and best practices with other charter management organizations and districts around the country.

To bring this critically important endeavor to scale, Success seeks to hire an Ed Institute Learning Management System Associate, who can help execute the digital learning strategy, through implementation, administration, monitoring and maintenance of a new learning management system (LMS). The successful candidate will be responsible for managing all aspects of the various LMS applications including, but not limited to, the configuration, upgrades, performance management, identification and resolution of technical issues, ensuring the system operations are properly configured and supported at all times. The position requires the candidate to work cross-functionally with other departments and therefore requires exceptional communication skills and high energy. The Ed Institute Learning Management System Associate will report to the Digital Program Manager.

**Primary Responsibilities:**

- Researching and evaluating current LMS effectiveness and capabilities and making recommendations in writing for a future state, within 15 days of start date
- Constructing taxonomy of all internal learning assets within 30 days of start date
- Designing a new streamlined registration and calendaring process for all teacher, senior leader, operations and Network Staff training events
- Documenting and managing training content & reporting requirements
- Providing support to digital curriculum developers of online content
- All administration aspects of the LMS, including managing user groups, user permissions, and notification communications
- Establishing and maintaining training curricula and learning paths in the LMS
- Developing and maintaining training documentation for LMS user community
- Researching, recommending, procuring, implementing and liaising with Technology teams on introduction of a learning record store (LRS)
- Integrating vendor-provided content (e.g. HBR, Lynda.com) into a seamless user experience

**Qualifications:**

- Bachelor's degree
2 years’ experience working with data interfaces and understanding its impact to the learning management system

Must possess a deep understanding of all components, features, and functions of the LMS, and ideally how to integrate with LRS although this is not a prerequisite

Highly proficient in computer skills, including mastery of Microsoft Office Suite and ability to work with multiple application technologies and tools

Must possess basic knowledge of aspects of training development and delivery; including curriculum design, project management, and implementation strategies

Drives for results, makes things happen and is proactive

Results-oriented with concern for quality

Exhibits a high level of grit and determination coupled with a strong sense of humor

Analytical thinker

Learner

Committed to education reform

Application Instructions: To join our team, please apply on our website at http://jobs.successacademies.org/job-listing/learning-management-system-associate/da4e463c-747f-45cc-9b6b-6a5094e82805

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.

The mission of Success Academies is to reimagine public education. From the classroom to the halls of government, this means finding profoundly different approaches to how we structure, implement and support schooling. To realize our radical vision, we reconceive every aspect of school design, from writing rigorous new curricula to drawing regularly on the advances in technology, business and social/civic practices that are transforming every sector except education.

Over the past decade, Success Academies has grown faster than any charter network in the nation, building a vibrant network of 41 elementary, middle and high schools. Our 14,000 children – mostly poor and minority – are out-performing students at top city and suburban schools across New York State. With our oldest students in 11th grade, we are fast approaching the irrefutable proof point that zip code does not determine destiny.

Our goals for our second decade are even more ambitious: to grow to 100 schools, to educate 50,000 children across New York City in a uniquely holistic pre-k-12 system, and to demonstrate that excellence can be achieved at scale. With this rapid growth and trajectory, Success will dramatically increase in the size of our faculty and staff and will need to train thousands of educators every year – not only in Success Academy’s school design and the art and science of exceptional teaching, but also in areas such as managerial capacity, operational excellence, professionalism, and leadership. This is a significant enterprise: each of our educators receives about 13 weeks of intensive year-round training, and our renowned curriculum and training are also in
high demand from educators across the country. 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.