Success Academy Charter Schools

**Title:** Executive Assistant to the Chief Academic Officer

**Location:** 95 Pine Street, 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 are seeking an ambitious Executive Assistant with a keen eye for detail and problem-solving to join our Academics team and support our Chief Academic Officer in managing instruction across our growing network of schools.

The Academics Team is responsible for upholding SA’s vision for excellent teaching and learning across our schools. The Academics Team has a broad spectrum of responsibilities, including developing and refining our Literacy, History, Math, and Science curricula, training our diverse group of school staff (including principals, assistant principals, and teachers), creating and administering network-wide assessments, and analyzing and reporting data for internal and external use. The Executive Assistant to the Chief Academic Officer has a broad set of responsibilities that range from supporting the CAO directly to managing the day-to-day operations of the Academics team.

This position will provide you with the opportunity to...

- Have a positive impact on the teaching and learning of thousands of teachers and students
- Improve and develop systems for maximum efficiency and scalability
- Work with and learn from passionate experts in curriculum development, school leadership, and education reform
- Observe instruction in schools and interact with all of our network departments on cross-team initiatives
- Use critical thinking skills to develop and share recommendations to solve inefficiencies and innovate living processes

**Primary Responsibilities:**

- Organizing and setting priorities among a variety of complex tasks, including a high volume of regularly occurring work and a constantly changing array of special projects
• Managing the Chief Academic Officer’s highly-demanding schedule, including but not limited to, scheduling and coordinating meetings, school visits, travel, and external partner opportunities
• Identifying, preparing, and compiling necessary materials to ensure the CAO has appropriate information for meetings, reports, presentations, trainings, and special projects
• Acting as liaison between the Academics team and other departments within the organization, such as Advancement, Operations, Finance, and Ed Institute, in order to execute cross-team projects and deliverables
• Arranging and coordinating logistics and communications for special events including Academics team community-building events as well as strategic team meetings and off-sites
• Owning the maintenance of departmental resources and tracking systems to ensure clear, high-level communications with school and network leadership
• Supporting team members with various projects and other administrative duties as needed, including printing, proofreading, ordering curriculum development materials, and owning the team seating chart

Qualifications:
• Must have a Bachelor’s Degree and 1-2 years+ of administrative/office experience in a fast-paced work environment
• Excellent organizational, problem-solving, and data-gathering skills and ability to manage multiple priorities
• High degree of judgment, tact, and professionalism as well as a profound respect for the confidentiality of documents and communications
• Meticulous attention to detail and accuracy in matters of proofreading, document processing, and relaying messages
• Ability to be proactive and work independently, accurately, and with discretion
• Ability to plan ahead and anticipate the needs of the CAO
• Strong work ethic and a commitment to completing work on a timely basis
• Flexibility, resourcefulness, adaptability to changing needs and demands, and willingness to work longer hours as circumstances require
• Excellent written and oral communication skills
• Experience in handling communications with senior executives a plus
• High level of proficiency with computer equipment including MAC and iPhone, as well as the Google suite including Gmail, Google Calendar, and Drive
Application Instructions: Apply here: https://jobs.lever.co/successacademy/0fde8c09-7e7e-4855-aca9-20111340a95c

Please upload a resume and cover letter that outlines how your skills and experience meet the qualifications of the position. Your cover letter should demonstrate how you would be an excellent Executive Assistant to the Chief Academic Officer at Success Academy. 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 46 high-performing schools, from Bed-Stuy to the Bronx, serving approximately 15,500 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.

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.