Success Academy Charter Schools

Title: School Management Associate

Location: New York, NY

Job Type: Co-op/Internship

Compensation Type: Hourly

Start Date: 9/5/2017

Job Description: 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 46 elementary, middle and high schools. Our 16,000 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. At 100 schools, Success Academies will be one of the larger school districts in the country – on par with Atlanta or Boston – ensuring that the charter sector is large enough in New York that it cannot be turned back. At 100 schools, we will graduate 3,000 scholars each year who are prepared to enter, persist and graduate from college and eventually to lead in business, government and civic realms.

To further position the organization for this rapid growth, Success Academies will prioritize the continued build out of a scalable, data-driven model for operating and managing its schools. Within Schooling Management & Technology - our School Management Office will be setup to manage key administrative functions that are critical to the day to day management of schools. The Office’s representative functions include codification of school design, establishment of standard processes and templates, and design and implementation of various schooling processes. The School Management Associate will report into the Head of the School Management Office.

Primary Responsibilities:

Communicating and Managing School Management Deliverables

- Establish and maintain a Trello board through which deliverables will be communicated to and tracked by School Manager
- Establish protocols for the submission and management of content on the Trello board
- Leverage the Trello board to facilitate the sharing of proven school management practices, exemplar templates, etc.

Carrying Forward the SA Bulletin Revolution

- Systemically simplify, streamline, and manage the deliverables that our school-based staff are asked to complete by Network staff
In partnership with Success Academies’ Chief of Staff - who has been program managing this effort to date - develop a transition plan to transfer ownership of this work to the School Management Associate

**Designing and Implementing School Management Processes/Systems**

- Lead and/or assist with the design of scalable, data-driven processes and systems to improve the management and oversight of Success Academies’ schools. Examples include the codification of Success Academies’ school design, formalization of its policies on holdovers and skips, improving talent management processes with HR, etc.

**Qualifications:**

- Exhibits critical thinking and analytical skills
- Effectively interacts with broad base of constituents at varying levels -- including both oral and written communication
- Pays attention to the details
- Demonstrates initiative and perseverance to achieve desired outcomes
- Is an eager and quick learner who seeks out constructive feedback, and is excited to continuously develop professionally to achieve his or her potential


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.

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.