Job Opening: Director of Academic Achievement (Full-Time)

East Durham Children’s Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI partners with over 50 local organizations and community members who share our vision to provide these needed resources and supports to East Durham children and families.

EDCI is seeking to fill the position of Director of Academic Achievement. This full-time, benefits eligible position will help strengthen the educational focus of EDCI programs and support EDCI staff, families, and partners in the implementation of academic interventions and related supports. This position, which reports to EDCI’s CEO, works closely with the CEO, COO, and EDCI program staff to create and monitor academic interventions; develop strategies for engaging parents in their children’s academic success; and provide support to EDCI staff members and program partners working directly with children and families. The Director of Academic Achievement is expected to work onsite at EDCI’s offices for 40 hours each week.

The Director of Academic Achievement must thrive in a start-up, nonprofit environment with limited supervision and quickly comprehend and act on changing priorities when necessary. This position must work creatively to maximize and leverage limited resources and external services.

RESPONSIBILITIES

- Develop a work plan for strengthening the educational focus of EDCI’s programs
- Create, improve, and monitor academic interventions throughout program implementation and evaluation
- Develop strategies to engage parents in their children’s academic success
- Provide support to EDCI team members around the implementation of academic interventions and supporting children’s academic success
- Collaborate with EDCI’s evaluation team and Director of Partnerships to monitor and report on the academic and overall success of children in the EDCI pipeline
- Work with EDCI program partners to assess existing academic interventions and align them with EDCI’s educational strategy and goals
- Lead efforts to train EDCI staff, families, and community partners in education-related topics relevant to EDCI children and families

MINIMUM QUALIFICATIONS

Education/Experience

- Master’s in Education or related discipline
- 5-plus years of professional experience in a public school or education-focused nonprofit organization, preferably in a curriculum development or instructional role
Teaching experience in low-income, urban schools strongly preferred

Knowledge and Skills

- Thorough knowledge of curriculum development and academic interventions for children across multiple disciplines and grades (kindergarten through high school)
- Ability to interpret academic data for evaluation and decision making
- Excellent communication skills, both written and oral
- Strong organizational skills
- Flexible and adaptable style
- High energy and passion for EDCI's mission
- Strong time management skills with exceptional attention to detail
- Professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Spanish-language skills a plus

Special Abilities

- Compassion and sensitivity for working with low-income children and families of color
- Ability to engage adults in effective trainings and workshops related to educational topics and academic interventions
- Ability to work independently without close oversight and also serve as a team player
- Ability to present information concisely and effectively, both verbally and in writing
- Strong ability to organize and prioritize work
- Exceptional attention to detail
- Excellent interpersonal skills

Career Level: Senior-Level

Benefits and Salary: Salary for this position is competitive and is commensurate with prior experience. This position is eligible to receive benefits.

Anti-Discrimination Policy: East Durham Children’s Initiative prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. EDCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

How to Apply: Applications will be reviewed immediately. Applicants should send their cover letter, resume, and three references in one PDF package by email with “Director of Academic Achievement” in the subject line to:
Nicky Charles
Chief Operating Officer
Email: nicky.charles@edci.org