



Program Manager

About Explore Schools:

Explore Schools is a network of public charter schools providing 2,000 students in Brooklyn with the outstanding education they deserve. Our mission is to provide students with the academic skills and critical-thinking abilities they need to succeed in a college-preparatory high school.

About the Position:

Program Managers are primarily responsible for ensuring the smooth administration of student assessments and managing “all things data”. The work, however, does not stop there. Collaboration is essential, so we are looking for an individual who thrives on building relationships. At the end of the day, we are seeking a self-starter who believes in teamwork, lives for data and systems, and strives to make a difference in lives of over 1,500 students and families.

Key Responsibilities:

- Serves as school’s Testing Coordinator, managing all aspects of state and interim assessments
- Works with Principal to develop class, student and teacher schedules as well as special schedules
- Assists teachers and leadership in planning special events
- Manages the logistics of creating and communicating student report cards and progress reports
- Assists teachers to use the Student Information System for data entry or report generation
- Ensures that student achievement data is entered into the Student Information System in a timely manner, and verifies that information is accurate to support programmatic decision-making
- Oversees the nySTART process and assures that all student state assessment data is accurate
- Maintains and organizes any NYCDOE/NYSED-issued student achievement data and supports operations to complete reports required by NYCDOE and NYSED
- Leads the interim assessment data collection and organization process
- Ensures the expedient scoring of interim testing and tabulates results for teachers to review
- Supervises, supports, professionally develops and evaluates the Program Associates

Qualifications:

- A willingness to make things happen and a passion for closing the achievement gap
- The ability to execute and communicate in a direct and sensitive fashion
- A steadfast commitment to collaboration and teamwork
- Professional integrity, flexibility, and a reflective attitude
- Bachelor’s Degree, required
- 3-5 years of professional experience, preferably in a school based setting

Salary:

- \$50,000-\$60,000