POSITION DESCRIPTION

JOB TITLE: Director, State Policy, Science
DEPARTMENT: Science Initiatives
STATUS: Exempt
REPORTS TO: SVP, Science
EFFECTIVE DATE: November 2014

ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

The Director, State Policy, Science is responsible for executing the complex work Achieve undertakes with states to advance, implement and sustain the Next Generation Science Standards and science’s role in the college- and career-ready agenda. Major responsibilities include working with states to implement the NGSS at the policy level, coordinate with other content areas including career technology education, and work with other departments at Achieve to integrate science into the college and career ready agenda.

The Next Generation Science Standards (NGSS) are K-12 science standards created through a collaborative, state-led process. The standards are based on the Framework for K-12 Science Education, which was developed by the National Research Council, the staffing arm of the National Academy of Sciences, and identifies what students need to know and be able to do to be a functional citizen, which includes being scientifically literate and an effective member of the U.S. workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide Strategic Coordination in Support of Science in States

- Develop and manage the overall plan for policy research around college and career ready STEM agendas, including staying current about relevant research from national and international sources, knowing and regularly interacting with experts in the field, developing short white papers/briefs on various topics, and attending appropriate meetings/conferences and disseminating information back to Achieve staff.
- Engage states and other stakeholders in the development of science policy recommendations such as graduation requirements and the integration of science into the larger college and career ready agenda
- Engage states in Achieve and NGSS activities and opportunities and connecting states with resources and materials as well as Achieve staff and partners.
• Monitor state progress and needs and coordinate resources—both internal and external -- to increase states’ likelihood of success in implementing the NGSS and associated policies on science education.
• Participate in strategic planning related to building and maintaining the science services Achieve offers states.
• Recommend new research, tools, and/or convenings based on needs in states and build upon these recommendations to broaden and deepen the scope of science services provided to states.

Communications and Collaboration
• Support the Achieve Executive Team to ensure consistent prioritization and coordination on activities that provide direct support to states.
• Collaborate across units to ensure key Achieve staff are informed and appropriately engaged in science activities in support of states.
• Collaborate across units to ensure science is integrated into Achieve’s broader agenda.
• Assist in strengthening relationships with state leadership teams and partners, keeping them informed about Achieve’s work and, when appropriate, promoting cross-state collaboration and collective problem solving.

Knowledge Management
• Promote data sharing across the organization.
• Help create and promote use of collaborative tools to facilitate knowledge sharing and work among internal teams and external partners.
• Work with other Achieve staff to accumulate and archive research and evidence for best practices in science education.
• Utilize internal and external data points to make suggestions for ways staff can optimize workflow and communication.

Budget and Grant Support
• Directly manage grants and budgets providing interim and final grant reports for grants associated with state services.
• Proposal and report writing and editing are also required.

Management
• Manage science policy focused staff and consultants, holding individual team members accountable for meeting expectations.

REQUIREMENTS
• Ideal candidates will have 10+ years of related work experience, which may include, but is not limited to, science or STEM education, education leadership, education policy, and state government relations.
• Education -related experience at the state and/or local level or work (or with state and/or local actors).
• Excellent interpersonal and communications skills.
• Candidates must be able to facilitate team-building environments and foster cross-organizational communications.
• Must be a strategic thinker, accomplished planner, able to understand and help shape Achieve’s strategy for advancing its policy agenda.
• Works well under pressure and with the ability to manage multiple conflicting deadlines.
• Works effectively in an entrepreneurial, collaborative environment, and is able to direct and work in harmony with a diverse group of highly motivated and capable individuals.
• Ability to represent the organization in public forums at the national and state levels.
• Experience managing budgets, people and consultants.

FOR CONSIDERATION
Please submit your resume and cover letter to jobs@achieve.org with the position title in the subject line.