

**Attendance Works**  
[www.attendanceworks.org](http://www.attendanceworks.org)

**Job Description**

Position Title: Associate Director of Policy  
FLSA Status: Full-time (.8-1.0 FTE), Exempt  
Reports to: Executive Director  
Date: June 7, 2022

About Us

Attendance Works is a national, non-profit initiative, fiscally sponsored by Community Initiatives in Oakland, CA. Operating virtually, Attendance Works ([www.attendanceworks.org](http://www.attendanceworks.org)) is the nation's go-to resource for attendance policy and practice. Attendance Works promotes equal opportunities to learn and advances student success by inspiring and catalyzing policies and practices PreK-12 that prevent and reduce chronic absence. Funded by a combination of grants and fees, we employ a diverse team of staff and consultants located throughout the United States.

Our website ([www.attendanceworks.org](http://www.attendanceworks.org)) is our primary vehicle for communication with the broader public. While many offerings and products are available without charge, including the website, webinars, methods for data collection, toolkits and attendance messaging, a variety of fee-based services are also available to schools, districts and/or states. These include individualized consultation, technical assistance, coaching and peer learning networks.

Position Summary

The Associate Director of Policy works in concert with the Executive Director and the executive management team to oversee public policy strategy for the organization and to influence governmental policies at the local, state, and national levels for Attendance Works. Based on AW's Strategic Plan, the position coordinates internally to ensure accountability, strategic alignment, and results. The Associate Director of Policy engages, develops, and executes a public policy agenda that supports the organization's strategic goals; is an external ambassador of the organization, representing Attendance Works to key external constituencies. This position also develops, manages and provides technical assistance for fee-based contracts and Senior Fellows working on contracts. The Associate Director complies with the agency's policies and procedures, its mission, and goals.

Primary Duties and Responsibilities

Leadership

1. Collaborates with the Executive Director and other AW executive team members to develop AW's Policy Strategy; oversees implementation of key components.
2. Coordinates and oversees the Network for Advancing State Attendance Policy and Practice, working closely with the Executive Director and members to carry out and accomplish the objectives described in the State Policy Strategy document.

3. Drafts, develops, and executes a public policy agenda that supports the organization's strategic goals and is an external ambassador of the organization.
4. In partnership with the Executive Director and Director of Communications, coordinates the research, development and writing of an annual brief capturing current state attendance policies and practices.
5. In partnership with the Director of Communications and the Executive Director, helps to develop and update AW policy position statements, blogs and language on the policy related sections of the Attendance Works website.
6. Attends meetings with partners and others to discuss policy and practice positions.
7. Represents Attendance Works strategy to constituents as requested.
8. In partnership with the Executive Director, the Director of Communications and key program staff, helps to ensure AW's Diversity, Equity and Inclusion policies are reflected in internal and external activities and communications.
9. Actively participates on the Leadership Team, sharing knowledge and resources with Team members.
10. Represents AW to the media as requested.

#### Program and Staff Management

11. Manages multiple contracts and projects offering strategic direction, financial management along with team management, program delivery and quality control and evaluation for contracts.
12. Provides management support to designated AW Senior Fellows.
13. Drafts, negotiates and develops contracts and grant proposals and supports reporting in coordination of the VP of Programming.
14. Ensures payment to AW for contracted services as requested.

#### Provides Direct Services

15. Develops and delivers:
  - a. Webinars
  - b. Technical assistance
  - c. Consultations
  - d. Workshops
  - e. Presentations

#### **Knowledge, Skills, and Abilities:**

- Experience working on education policy, ideally preK-12, and understands the intersection of federal, state and local policy
- Sophisticated understanding of education issues, and strategies for addressing inequitable outcomes for vulnerable students
- Knowledge of education policies and practices related to attendance, youth and family engagement, early childhood education and/or community schools, highly desirable

- Passion for the issues affecting underserved, diverse children and youth, preschool to grade 12
- Proven, inspiring leadership and organizational skills
- Experience in staff management, an ability to foster collaboration and teamwork, and in performance review and goal-setting
- Strong commitment to interacting with coworkers and supervisors using courtesy, politeness and kindness
- Ability to leverage community partnerships and individuals effectively
- Access to a high-level nonprofit network that will benefit collaboration with Attendance Works
- Strong integrity, honesty and commitment to professional excellence
- Excellent oral, written, collaboration, and presentation communications skills
- Ability to facilitate and present effectively in both virtual and in-person settings.
- Comfort using Survey Monkey and Excel
- Familiarity with various tools for remote collaboration including but not limited to Zoom and Google Docs.
- Second language, such as Spanish, desired

**Education and Experience:**

- Five years or more of education policy experience.
- Relevant Master’s degree preferred.
- Proven ability to conceptualize, develop and implement strategic plans and programs.
- Proven experience strategizing to meet measurable goals.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

This is a full-time (.8-1.0 FTE), salaried, exempt position with benefits.