

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

**Job Description**

Position Title: Associate Director of Programs  
FLSA Status: Full Time (.8-1.0 FTE), Exempt  
Reports to: Vice President of Programs  
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 Programs works under the direction of the Vice President of Programs to design, develop and carry out fee- and non-fee-based services provided by Attendance Works to its constituents in state agencies, school districts and schools. This position also manages contracts and the staff servicing contracts.

The Associate Director is a member of the Leadership Team. Based on AW's strategic plan, the Associate Director works collaboratively with other AW staff to develop and implement policies, procedures and activities, and to represent AW to state and national partners. This position coordinates the organization's Attendance Awareness Campaign webinars in collaboration with other team members, creates and implements contracts and grants and manages Senior Fellows as assigned. The Associate Director complies with the agency's policies and procedures, its mission and goals.

## Primary Duties and Responsibilities

### Program and Staff Management

1. Designs, develops and executes technical assistance and evaluation programming.
2. In cooperation with the Vice President of Programs, meets with potential clients.
3. Coordinates and facilitates Attendance Works' Attendance Awareness Campaign webinars in collaboration with the Director of Communications.
4. Supports development of new AW capacity building and technical assistance strategies and resources as assigned.
5. Manages multiple contracts and projects offering strategic direction, financial management, along with team management, program delivery and quality control, and evaluation for contracts.
6. Provides project management to specific contracts and support to designated AW Senior Fellows.
7. Ensures work being done matches plans, stays on budget and satisfies customers.
8. Negotiates and develops contracts and grant proposals and supports reporting, as needed.
9. Ensures payment to AW for contracted services as requested.
10. Is timely in production of work products including paperwork and reporting requirements.

### Provides Direct Services

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

### Other

12. Actively participates in Leadership Team meetings.
13. Collaborates with other staff and organizational partners.
14. Presents self and provides services in accordance with DEI principles

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

- Ability to work independently and as part of a team
- Experience working in attendance, student and family engagement and/or community schools
- Sophisticated understanding of education issues and strategies for addressing inequitable outcomes for vulnerable students
- Skilled in analyzing data to identify educational inequities

- Experience designing and implementing education-based products, desirable
- Experience marketing and selling products, 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
- Ability to leverage community partnerships and individuals effectively
- Strong integrity, honesty, and commitment to professional excellence
- Strong commitment to interacting with coworkers and supervisors using courtesy, politeness, and kindness.
- Excellent oral and written communications skills
- Ability to facilitate and present effectively in both virtual and in-person settings.
- Familiarity with various tools for remote collaboration including but not limited to Zoom and Google Docs.
- Second language (Spanish) desired

**Education and Experience:**

- Five years of management experience in an education, nonprofit or for-profit setting
- Relevant Master's degree, preferred.
- Proven ability to conceptualize, develop and implement programs
- Proven experience strategizing to bring programs to scale
- Experience with programming and strategies including but not limited to early education, after-school, community school, and mentoring

*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.