
Job Title	Assistant Director of Special Education Programs, Office of
PVN ID	HC-1605-001181
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	School of Education, Office of Partnersh
Status	Full Time
Annual Salary	\$60.00 - \$73.00
Hour(s) a Week	35
Closing Date	Jul 20, 2016 (Or Until Filled)

General Description

The Hunter College School of Education is seeking an Assistant Director of Special Education Programs for the Office of Partnership Programs to handle a range of project management responsibilities. The Assistant Director of Special Education Programs will provide direct assistance to students enrolled in the special education alternative certification teacher preparation programs, to faculty, to partner organizations, and to the Director on various activities outlined below.

Other Duties

- Manage day-to-day aspects of the Teaching Fellows and Teach for America alternative certification teacher preparation programs in the Special Education Department
- Coordinate and facilitate program activities with external partner organizations through regular formal and informal meetings and phone calls
- Coordinate with external partner organizations to support recruitment and admissions of participants across the Teaching Fellows and Teach for America alternative certification teacher preparation programs
- Provide advisement and support to a large number of students enrolled in the Teaching Fellows and Teach for America alternative certification teacher preparation programs
- Manage day-to-day program participant matters, including:
 - Entrance and Matriculation as Hunter College graduate students
 - Course registration
 - Monitoring student progress toward graduation
 - Facilitating teacher certification process
- Manage relationships with adjunct faculty, including but not limited to

- Manage all aspects of field consultant work, including hiring, placement, training and paperwork
 - Perform quality control of field supervision reports
 - Facilitate hiring of adjunct instructors in conjunctions with Faculty Advisor
 - Communicate needs of Hunter College protocol with field consultants, including EPASS submission and Key Assessment data
 - Check in with course instructors regularly to identify red flags, troubleshoot and ensure program requirements are clearly communicated
- Manage work of administrative assistants and Administrative Coordinator
- Coordinate with internal Hunter College departments, offices, and faculty to:
 - Plan and schedule courses
 - Manage field supervision process
 - Monitor student performance
 - Schedule and facilitate meetings with Faculty Advisor and Administrative Coordinator
- Provide general support within the Office of Partnership Programs, including but not limited to:
 - Contributing to efficient operation of Office of Partnership Programs
 - Participating in team meetings to establish goals and evaluate program progress
 - Maintaining consistent and rigorous standards to ensure program goals and deadlines are met
 - Assisting in preparing and producing proposals, presentations and other materials, and reports in accordance with federal, state, and local reporting requirements
 - Facilitating communication about programs between internal and external stakeholders and constituents, including drafting routine communications and documents
 - Maintaining records and files in accordance with federal, state, and local requirements
 - Contributing to new program design, implementation, and evaluation
- Other duties and special projects as assigned

Qualifications

- Bachelor's degree required, Master's degree in education or related field preferred
- At least five years experience in nonprofit, educational, or higher education institution setting; prior experience in a college or university setting and knowledge of K-12 education or teacher preparation is preferred
- Experience with or demonstrated interest in Special Education preferred
- Excellent project management skills with exceptional attention to detail
- Strong time management and organization skills with demonstrated ability to manage multiple projects, prioritize activities, work under and meet deadlines, and effectively handle changing priorities
- Ability to work effectively both independently and as part of a team
- Excellent interpersonal skills with demonstrated ability to build and maintain strong relationships with a wide variety of stakeholders and constituents

- Excellent oral and written communication skills
- Excellent computer skills including proficiency in Microsoft Office Suite, and online apps including Google Drive