

---

<b>Job Title</b>	Manager of Clinical Support
<b>PVN ID</b>	HC-2304-005566
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$38.00-\$43.00
<b>Hour(s) a Week</b>	15.00-19.00
<b>Closing Date</b>	Jun 13, 2023 (Or Until Filled)

## General Description

---

Founded in 1870 as New York City's first teacher-preparation school, the Hunter School of Education continues its deep commitment to advancing our understanding and practice of education in an urban context and to engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff and students make significant contributions to improving the lives of youth, families, and the community.

The Office of Partnership Programs manages the alternative certification, subsidized, and non-traditional programs within the Hunter College School of Education and supports students in these programs. Working in partnership with a variety of local and national organizations, we offer programs in a wide range of teacher certification areas and school leadership certification for both novice and experienced teachers. Our programs offer participants the opportunity to gain hands-on experience in schools while enrolled in graduate coursework at Hunter College with many providing subsidized tuition.

The Manager of Clinical Support is responsible for managing all aspects of clinical support for students enrolled in programs managed by the Office of Partnership Programs. This includes managing field supervision, planning and facilitating professional development for field supervisor, and collaborating with faculty on issues related to clinical support of teachers. The Manager of Clinical Support is also responsible for successful management and implementation of all activities related to our Teacher Opportunity Corps grant.

## Other Duties

---

### Field supervision (50%)

- Manage process of field supervision and observation for alternative certification teachers
- Approve job placements for alternative certification teachers
- Hire, onboard, and manage 50-60 field supervisor adjunct faculty per year

- Collaborate with program faculty to plan and facilitate ongoing professional development for field supervisors across multiple programs
- Match field supervisors with alternative certification teachers each semester
- Manage field supervisor submission of required observation documentation

### **Teacher Opportunity Corps (50%)**

- Manage all grant activities for Teacher Opportunity Corps (TOC) grant
- Collaborate with Principle Investigator of the grant
- Manage annual grant budget; monitor and allocate fund expenditures within grant requirements
- Lead recruitment process for TOC cohorts; identify mission-aligned departments, organizations, and external agencies who can support the identification of TOC Scholars; monitor and evaluate all applications and make recommendations for acceptance
- Plan, schedule, and support delivery of professional development activities in collaboration with expert workshop facilitators
- Monitor TOC Scholar participation in program activities and provide student advisement
- Manage month-long culminating clinical experience for participants: work with partner schools to place TOC Scholars according to preference, need and availability; plan, manage, and publicize Scholars' final presentations within SOE community
- Facilitate TOC Scholar learning activities related to clinical experience
- Contribute to grant reporting requirements
- Other duties as assigned

## **Qualifications**

---

- Bachelor's degree required, Master's degree in education or related field preferred
- At least five years experience in educational, nonprofit, or higher education institution setting; prior experience in a college or university setting, experience in the CUNY system preferred
- Experience working in public schools, preferably New York City Department of Education, with knowledge of K-12 education and teacher preparation
- Experience advising students, preferably in a higher education setting
- 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 included proficiency in Microsoft Office Suite, and online apps including Google drive