

Job Title	Director of Curriculum and Instruction, CUNY Start
PVN ID	VA-1601-000964
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$80,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Apr 27, 2016 (Or Until Filled)

General Description

Director of Curriculum and Instruction, CUNY Start

Background

CUNY Start is an intensive pre-matriculation program for incoming associate degree-seeking college students who need to increase their academic proficiency in reading, writing and mathematics. The CUNY Office of Academic Affairs, the University's community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and supportive teacher approach. Since 2011, CUNY Start has undergone a large-scale expansion, and in 2015/16 will serve nearly 3,900 students at nine partner colleges.

CUNY Start's intensive eight-week math program, known as Summer Start, is modeled on the semester-long CUNY Start math course and will undergo a large-scale expansion over the next four years with support from the City of New York. Summer Start will expand from having served 150 students at three campuses in 2015 to serve 4,000 students by the end of 2019. In addition, CUNY Start is leading a range of special projects that include an initiative to support foster care youth in their transition into and through associate degree completion, expanded partnership with the University's Accelerated Study in Associate Programs (ASAP), and development of assistive technology and universal design strategies for classroom use. More information about CUNY Start can be found at www.cuny.edu/cunystart.

Job Description

The CUNY Start Director of Curriculum and Instruction for CUNY Start will lead, supervise and support all areas involving curriculum, instruction, teacher training and professional development. As CUNY Start's instructional leader, the Director will provide guidance to the participating colleges, supervise the central office team of Reading/Writing, Math and Advisement Professional/Curriculum Developers, and provide integrative and centralized oversight of the CUNY Start curriculum and pedagogical approaches. The Director of Curriculum and Instruction is an integral member of the CUNY Start leadership team and collaborates with other program leaders on core and new program initiatives. The Director of Curriculum and Instruction reports to the University Director of CUNY Start and is supported by the University Dean for Student Success Initiatives.

Other Duties

The CUNY Start Director of Curriculum and Instruction will:

- Oversee the curricular and instructional needs of CUNY Start including, teacher training, curriculum delivery, modification, development and implementation across the University.
- Lead and represent the needs of CUNY Start's professional and curriculum development team.
- Foster partnerships and collaborations with a wide cross-section of representatives from the college-transition community.
- Ensure fidelity to CUNY Start's carefully designed curriculum and pedagogical practices.
- Oversee the editing and drafting of curriculum to respond to student and staff needs, feedback, and research.
- Develop and maintain educational best practices for CUNY Start/Summer Start students.
- Supervise and manage a team of professional development experts in the areas of pedagogical design and curriculum development.
- Support, coach, and guide professional/curriculum development team using approaches that develop staff strengths and foster cross-team cohesion and community.
- Enable staff to prioritize professional development responsibilities, and to consider campus contexts when implementing CUNY Start practices and policies.
- As needed, serve as college transition professional/curriculum development expert to CUNY leaders.
- Collaborate with CUNY Start's central office senior team (University Dean, University Director, and Associate Director) to support strategic planning and goal setting for staffing, training, scheduling, and professional development needs.
- Co-facilitate regular planning meetings among the CUNY Start central office, campus-based and other CUNY Start stakeholders to ensure open discussion and communication concerning program planning needs in the areas of curriculum and instruction.
- Other duties as needed.

Qualifications

Skills and Qualifications

- Bachelor's degree and six years' relevant experience in a curriculum and/or professional development capacity required; Master's degree in literacy, education or student learning areas preferred;

- Demonstrated experience preferably in educational or social service settings serving under-prepared students;
- An understanding of: pedagogical approaches that support metacognition or the development of self-regulation and autonomy as a means of strengthening learning and transfer; cognitive apprenticeship; strategic literacy; approaches that foster productive struggle; inquiry-based approaches to learning, and the use of discipline-based ways of thinking relevant to content taught in CUNY Start courses;
- A demonstrated knowledge of curriculum development at the high school, college transition, and/or adult learning levels;
- Ability to engage complex, multiple perspectives, build consensus and to mediate different approaches and viewpoints;
- Management experience in programs that encourage innovation, pedagogical coherence and curriculum alignment;
- Ability to troubleshoot and problem-solve professional development issues related to program expansion;
- Outstanding oral, written and oral communication skills;
- Strong consultation, negotiation, presentation and teaching skills;
- Strong organizational skills with ability to manage multiple projects and meet deadlines;
- Ability to use data and research findings for program and staff development purposes;
- Dedication to serving as a contributing member of a dynamic, high-profile team focused on supporting public education, successful student learning and college graduation for CUNY students.

How to Apply: Applicants must submit a cover letter and resume for consideration.