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| <b>Job Title</b>      | Director, Tutor Corps                        |
| <b>PVN ID</b>         | VA-1606-001204                               |
| <b>Category</b>       | Managerial and Professional                  |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| <b>Department</b>     | Tutor Corps                                  |
| <b>Status</b>         | Full Time                                    |
| <b>Salary</b>         | Depends on qualifications                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Aug 09, 2016 (Or Until Filled)               |

## General Description

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To support the city's Algebra for All and Computer Science for All goals, the CUNY Tutor Corps will mobilize the talent and energy of undergraduate and graduate students to increase the academic success of students in NYC public schools. Students from CUNY colleges who are currently majoring in STEM disciplines, particularly math and computer science, will be matched with NYC Department of Education middle school classrooms across the city to provide technical expertise to teachers and students throughout the school year. CUNY students will go through a competitive application process to participate in this one-year fellowship experience which will train them to be highly effective tutors and teaching assistants.

By identifying talented undergraduate and graduate students to work in public schools, the Tutor Corps will accomplish three goals: 1) improve math and computer science learning of students in classrooms with CUNY tutors, 2) attract more college students majoring in STEM disciplines to move into the teaching profession, and 3) establish "near peer" mentors for younger students who can demonstrate the habits and skills needed to succeed in STEM disciplines in high school and college. The CUNY Tutor Corps is a new initiative and is in its pilot year.

**Performance Management:** To understand the impact of the Tutor Corps, student performance in Algebra and Computer Science courses will be tracked, as well as their performance in more advanced high school math courses. Feedback from teachers about the contributions that tutors make to the classrooms, and whether the teachers have gained confidence in teaching new content areas (especially in computer science) from working with the tutors will be collected. Finally, college readiness and enrollment rates of students who received tutoring will be compared to those who did not and the career trajectories of the tutors themselves to determine the number who choose to become teachers after tutoring in the public schools will also be tracked, analyzed and reported to multiple stakeholders including NYC DOE staff and CUNY's Office of Academic Affairs.

**Target Population:** In its first year, the Tutor Corps will be comprised of approximately 30 math tutors and 30 computer science tutors. Tutors will be placed in pairs by discipline at host schools, thus allowing a total of 30 schools to participate in the pilot program (15 in math, 15 in computer science). Each pair of tutors will support

up to 50 students in math or computer science, for a total of 1,500 middle school engaged in this pilot. Exponential growth is expected over three years.

The City University of New York seeks a dynamic professional to serve as the Director of the CUNY Tutor Corps. The Director will provide leadership to support the overall success of the Corps by building and maintaining programmatic infrastructure, implementing administrative procedures and managing daily operations.

## Other Duties

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Under the direction of the Executive Director of School Support and Development in CUNY's Office of Academic Affairs, the director will:

- Provide leadership to support the overall success of the Tutor Corps.
- Direct program administrative functions and operations, including payroll oversight, hiring (students and faculty), data tracking and monitoring
- Supervise, recruit, hire, monitor, and evaluate program staff.
- Maintain project management system (Symplicity or a similar database)
- Maintain program quality and performance standards of participating colleges and schools, faculty and students; create the program's policy manual when different program scenarios arise
- Collaborate with the Research, Evaluation, and Program Support team to assess program design and implementation and develop recommendations addressing emerging challenges for ongoing development;
- Serve as primary liaison to CUNY, NYCDOE and the corps of tutors; support and monitor their involvement in and execution of various program aspects;
- Communicate program mission, goals and outcomes to diverse audiences via public presentations, written reports, social media posts, web communications, etc.; and over time
- Develop fundraising and new partnership strategies.

## Qualifications

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The successful candidate will have the following knowledge, skills and abilities:

- An advanced degree in education or relevant discipline strongly preferred;
- Eight years of experience developing and managing education programs involving professional development; STEM initiatives; near-peer or tutor-type learning; college readiness skill development; and/or experiential education programs in higher education;
- Experience developing program models, evaluating performance and analyzing data/metrics;
- Manage a multi-faceted, fast-paced, time-sensitive, and demanding student-focused and responsive operation serving both internal and external constituents
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large centralized public university system;
- Detail oriented with strong analytical, evaluation, research, writing and editing skills;
- Presentation, negotiation, conflict management, mediation, group facilitation skills;

- Well-developed knowledge of the NYC DOE school system and or the higher education landscape at CUNY;
- Experience with fundraising;
- Computer proficiency using standard office software programs/applications especially Excel and a willingness to learn new computer systems; experience with Symplicity, GradLeaders or similar management software preferred.

Flexibility to work some evening hours and occasional weekends preferred.