
Job Title	ELA CURRICULUM AND PROFESSIONAL DEVELOPMENT COORDINATOR
PVN ID	VA-1703-001692
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Annual Salary	\$68,000.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	May 02, 2017 (Or Until Filled)

General Description

PROGRAM DESCRIPTION:

CUNY LINCT to Success is a college access, transition, and success program that currently works with nearly 3,000 students across three areas of the program: 1) **LINCT**—Lessons in Navigating College Transition—is the college access component; 2) Bridge to College offers college transition supports; and 3) Strive for **Success** (S4S) provides supports to first-year students at our partner college campuses. The program goals are to improve student pass rates on the CUNY placement exams, to increase college enrollment and third semester retention rates, and ultimately to increase the numbers of students graduating from college. LINCT to Success is situated within CUNY's Office of K-16 Initiatives which houses other programs including College Now, the Early College Initiative, CUNY Tutor Corps and other programs that aim to reduce opportunity and achievement gaps among public high school students in NYC.

Other Duties

JOB DESCRIPTION:

The English Language Arts Curriculum and Professional Development Coordinator will join a dynamic academic team currently ramping up to expand the LINCT program in NYC public high schools. This position will report to the Director of Teaching & Learning in CUNY's Office of K-16 Initiatives under the Senior University Dean in CUNY's Office of Academic Affairs.

The primary responsibility of the Coordinator will be to support public high school teachers to implement CUNY-designed college transition curriculum in the English Language Arts through professional development and supportive coaching, primarily through the CUNY LINCT program. CUNY LINCT: Lessons in Navigating College Transition (formerly At Home in College) serves students from participating New York City public high schools by offering college transition courses in math and ELA and supports for applying to and matriculating in college. LINCT provides students the opportunity to demonstrate college readiness on the CUNY Assessment Tests and supports the Mayor's Equity and Excellence agenda to help more public school students access and succeed in college (<http://lincttosuccess.cuny.edu>).

RESPONSIBILITIES:

In collaboration with other ELA Coordinators:

- Plan and facilitate professional development sessions and related activities for participating high school teachers;
- Visit classrooms of participating teachers and provide coaching and consultation (both in person and online) to high school teachers participating in Office of K-16 Initiatives transition course programs;
- Author, review and revise curricula as needed;
- Meet regularly with CUNY Office of K-16 Initiatives staff to provide updates, assess the progress of curriculum and professional development efforts, and modify approaches as needed;
- Administrative and other related duties as assigned.

Qualifications

QUALIFICATIONS:

Bachelor's degree required; master's degree strongly preferred;

- A minimum of five years of teaching experience, in secondary education context preferred, post-secondary considered;
- Experience developing curriculum, especially in a collaborative environment;
- Knowledge of existing academic standards at the high school and college levels in New York State (e.g. NYS P-12 Common Core Learning Standards for ELA & Literacy, CUNY Assessment Tests and other college placement exams, etc.);
- Strong facilitation, training, and professional development skills, coaching experience a plus;
- Ability to work independently and collaboratively on multiple projects in a fast-paced, demanding, and complex work environment;
- Strong interpersonal skills, excellent organizational skills, and strong written and verbal communication skills;
- Experience in New York City/State public high schools and/or the CUNY/SUNY college system is preferred.

To apply, be sure to upload a PDF of your resume AND cover letter explaining your interest and qualifications through this website. Applicants who do not submit a cover letter will not be considered.

