
Job Title	MATH CURRICULUM AND PROFESSIONAL DEVELOPMENT COORDINATOR
PVN ID	VA-1703-001697
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 03, 2017 (Or Until Filled)

General Description

CUNY LINCT to Success is a CUNY college access, transition, and success program that 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 the CUNY K-16 Initiatives which houses other programs including College Now, Early College Initiative, CUNY Tutor Corps and other programs that aim to reduce the opportunity and achievement gap (<http://lincttosuccess.cuny.edu>).

The City University of New York's commitment to the education of all New Yorkers begins long before the start of college. Through K-16 Initiatives, CUNY invests substantial human and financial resources in the service of public school students and out-of-school youth. Mathematics education is a key focus of K-16 Initiatives. Our programs provide curriculum, professional development and other professional supports aimed at improving students' mathematical proficiencies for college and for problem solving and career readiness.

The first and primary responsibility of the Mathematics Coordinator will be to support CUNY's Office of K-16 Initiatives professional development and coaching efforts in the area of college transition mathematics, 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 also provides students the opportunity to demonstrate college readiness on the CUNY Assessment Tests, all in support of the Mayor's Equity and Excellence agenda to help more public school students pursue and succeed in college. The coordinator will also contribute toward updating and editing the curriculum as well as administrative support for mathematics programs. The coordinator will report to the Director of Mathematics Programs at CUNY's Office of K-16 Initiatives under the Senior University Dean for Academic Affairs.

Other Duties

RESPONSIBILITIES:

- Provide training, coaching, and consultations (both in person and online) to high school teachers participating in CUNY K-16 Initiatives transition course mathematics programs;
- Collaborate in reviewing, editing and revising curricula as needed;
- Manage online communications and online support with participating teachers;
- Support and lead professional development sessions and related activities at CUNY;
- Meet regularly with CUNY K-16 Initiatives staff to provide updates, assess the progress of curriculum and professional development efforts, and modify approaches as needed;
- Participate as a team member to plan, reflect upon and adjust program structure and strategy in a process of continuous improvement;
- Conduct administrative tasks connected to supporting the curriculum and professional development;
- Perform other related duties as assigned.

Qualifications

QUALIFICATIONS:

- Bachelor's degree required; master's degree preferred;
- Evidence of mastery of concepts in secondary mathematics;
- A minimum of five years of teaching experience, preferably in high school classrooms;
- Experience with both independent and collaborative curriculum development;
- 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 Mathematics, college placement exams, etc.);
- Strong facilitation, training, and professional development skills, coaching experience a plus;
- Ability to work independently and collaboratively 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;
- Experience teaching college transition math classes preferred;
- Familiarity with pedagogy supporting Common Core Mathematical Practices.

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.

