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Job Title	SECONDARY MATH INSTRUCTIONAL SPECIALIST
PVN ID	VA-1705-001787
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 31, 2017 (Or Until Filled)

## General Description

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### PROGRAM DESCRIPTION:

CUNY LINCT is seeking an experienced teacher leader to join our math team which is currently expanding its mathematics curriculum and professional development series that serves high school students who are not college ready. **CUNY's LINCT for All** is a college access program that works with over 100 high schools who have been identified as needing greater preparation for college readiness. 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 for All is situated within the Office of CUNY's K-16 Initiatives which houses other programs including College Now, Early College Initiative, CUNY Tutor Corps and others that aim to reduce the opportunity and achievement gap. (<http://lincttosuccess.cuny.edu>)

### JOB DESCRIPTION:

The Secondary Math Instructional Specialist 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 Mathematics Programs in CUNY's K-16 Initiatives under the Senior University Dean in CUNY's Office of Academic Affairs.

The primary responsibility of the Instructional Specialist will be to support public high school teachers implementing a CUNY-designed college transition curriculum in math through professional development and supportive coaching. The LINCT for All program was selected to expand in an exciting new partnership between the DOE's Office of Post-Secondary Readiness and CUNY's K-16 Initiatives Unit. Over the next several years, the LINCT expansion will grow to reach every eligible and interested NYC DOE school by 2020. The Instructional Specialist will be a member of the team delivering on this bold goal, leveraging the

best practices in math instruction to build upon the current curriculum and develop a coaching model that will help teachers achieve instructional excellence in the classroom. This role provides tremendous opportunity for a candidate to apply his/her deep mathematical content knowledge and expertise in teaching to drive student outcomes.

## Other Duties

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### RESPONSIBILITIES:

#### *Coach school-based math leaders to improve their math programs*

- Lead high school math teachers through training, coaching, and consultations (both in person and online) in using transition course mathematics programs;
- Collaborate in reviewing, editing and revising curricula as needed;
- Manage online communications and online support with participating teachers;

#### *Facilitating professional development and modeling great teaching*

- Participate as a team member to design and facilitate professional development sessions during the summer and during the school year;
- Distill lessons learned from PD workshops and through one-on-one support to develop recommendations for math teachers and to enhance the learning impact of future PD;
- Facilitate the sharing of knowledge gained through meetings and observations across the LINCT for All network of schools participating in offering math instruction;

#### *Program design & improvement*

- 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 program, the curriculum and professional development.

## Qualifications

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### 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.
- This role will require frequent travel to visit high schools across all five boroughs and to conduct PD workshops.

**SALARY:** Commensurate with experience.

**Please note this can be a full-time or a part-time position.**

**To apply, be sure to upload a PDF of your resume AND cover letter explaining your interest and qualifications through this website. Please also indicate in your cover letter if you are seeking a full-time or a part-time position.**

**Applicants who do not submit a cover letter will not be considered.**