

Job Title	Professional Development Coordinator - PERC Program
PVN ID	VA-1707-001945
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 24, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) Office of K-16 Initiatives seeks to hire a program coordinator for the **Peer Enabled Restructured Classroom (PERC) Program**. The PERC PD coordinator will work under the auspices of K-16's Office of STEM Initiatives to support the implementation and administration of PERC's peer-led instruction model in math and sciences delivered via multi-year partnerships with NYC Dept. of Education public middle and high schools.

K-16 Initiatives works primarily with the city's public school students and out-of-school youth providing opportunities to take college credit and pre-college preparatory courses, as well as offering college advisory and awareness workshops. **The Peer Enabled Restructured Classroom (PERC)** transforms students who have yet to meet college-ready benchmarks into scholars by placing them in the role of teacher. In restructured math and science classrooms, **Teaching Assistant Scholars (TASs)** work under the guidance of a teacher to instruct small groups of their peers. Along the way, the TASs learn the material, become academic role models, and build the skills they need to succeed in college.

The PERC program coordinator will report to the Assistant Director of PERC and will work collaboratively with entire PERC team. The coordinator will:

- **Maintain the TAS pipeline** including a robust catalog of courses, internships, conferences and opportunities for PERC and TAS students; and track students through the pipeline.
- **Maintain the professional development schedule** for PERC teachers over the year, support PERC PD coordinators as needed.
- **Implement the PERC summer program** for summer school students and TAS interns including enrollment, course administration, and attendance tracking and reporting.
- **Support site visits by public and private partners** to bring attention and support to the PERC model.
- **Update PERC materials** as needed to maintain relevant and timely printed, online and verbal content.
- **Collect data and report** on teacher and students outcomes
- Complete related programmatic and administrative tasks as needed.

Other Duties

Qualified applicants must have:

- Experience working with high school-aged students in educational setting;
- Experience with program coordination and related administrative tasks;
- A proven track record of being highly dependable, collaborative, and creative.
- A willingness to travel throughout NYC and work offsite at schools.
- A commitment to quality and equitable education.

Qualifications

A bachelor's degree in education or a related field.