

Job Title	PERC Program Coordinator - Peer Enabled Restructured Classro
PVN ID	VA-1709-002065
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Nov 11, 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 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.

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.

Other Duties

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

- **Expand on and 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.
- **Implement the PERC summer program** for summer school students and TAS interns including enrollment, course administration, and attendance tracking and reporting.
- **Support PERC PD coordinators** as needed.
- **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.

Qualifications

Qualified applicants must have:

- A commitment to quality and equitable education;
- Experience working with high school-aged students in an 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 bachelor's degree in education or a related field.