



<b>Job Title</b>	Senior Learning Specialist (Math Instructor) P/T
<b>PVN ID</b>	VA-1804-002431
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$65.00
<b>Hour(s) a Week</b>	10.00
<b>Closing Date</b>	Jun 05, 2018 (Or Until Filled)

## General Description

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The **New York Early Childhood Professional Development Institute** is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice

Through the Pre-K Teacher Preparation Project, the Institute partners with the Department of Education's Office of Early Childhood Education to support current and aspiring Pre-K teachers to earn NYS teacher certification.

We are searching for a Senior Learning Specialist with a specialization in math. S/he will be responsible for leading a team of tutors in the support of individuals to master the math competencies necessary to successfully pass the New York State teacher certification exams which include:

- Numbers & Operations;
- Ratios Proportions, and Number Systems;
- Algebra, Measurement Geometry & Data;
- Mathematics Instructions; and
- Analysis, Synthesis & Application (Constructed Response)

The ideal candidate will have a wide range of experience providing support for individuals taking standardized exams.

## Other Duties

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Reporting to the Director of Career Development, the Senior Learning Specialist will:

- Collaborate in the design, implementation and coordination of academic supports for aspiring teachers specifically related to the math section of the NYS teacher certification exams

- Analyze student baseline competency and academic growth throughout their participation in the program
- Provide support, direction, mentorship and feedback to tutors as they work with participants to achieve content mastery
- Provide dynamic and collaborative direction to the development and piloting of new supports as they become appropriate for inclusion in the project's work.
- Other duties as assigned by the Project Director

## Qualifications

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- Master's degree in a relevant field of study
- Experience providing academic support to non-traditional students.
- Exceptional interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages.
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Familiarity with the structure and dynamics of the NYS teacher certification process
- Some availability during evening and weekend hours

### **Salary:**

Approximately 10 hours per week; \$65/hr.

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