

Job Title	Director of School Support, K-16 Initiatives
PVN ID	VA-2106-004063
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$100,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Nov 29, 2021 (Or Until Filled)

General Description

The City University of New York's Office of K-16 Initiatives seeks a Director to provide strategic oversight and leadership to CUNY's early college high school and K-12 school support partnership initiatives. The CUNY Office of K-16 Initiatives was established in 2016 as the home for a group of new and existing programs that create innovative pathways for young New Yorkers to envision and achieve success. In 2018-19, these programs served more than 100,000 students from more than 600 schools throughout the city. While the programs address a diverse set of needs, they all aim to improve success rates and ease the transition from K-12 schools to college and careers. The school support portfolio includes programs that are focused on supporting early college high school models, professional development for high school teachers and leaders, and curriculum for high school courses. The Director of School Support will help to manage and lead organizational realignment to better coordinate across these programs and maximize our impact as a partner to NYCDOE.

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Director, the Director's responsibilities include, but are not limited to:

Strategic Planning and Leadership

- Lead school development and planning activities for Early College Initiative (ECI) High Schools
- Lead development of data driven school support plans including leadership and teaching supports for Early College and Affinity Schools
- Support the Deputy Director in overall strategic planning, coordination and implementation of early college high schools and K-16 curriculum and professional development activities to meet targets and goals for student success in college

- Oversee the collection and analysis of data related to Early College student success and retention, using the data to inform practices
- Lead strategic communication and community building with Early College and Affinity school leaders and staff, and partner college staff

Program Management

- Supervise, coach, support and develop the staff of the ECI and Affinity school support programs
- Oversee development of school-level campus budgets for college course-taking and college readiness supports
- Support school leadership and educators in the development and implementation of student-level supports at Early College High Schools
- Oversee coordination of high school-college partnerships for Early College High Schools, including coordination of Early College Liaisons
- Oversee new school development plans, and their implementation, in partnership with the New York City Department of Education (DOE)
- Support the creation and updating of curricular resources
- Support the development, monitoring and implementation of school level work plans
- Collaborate with other departments at K-16 to ensure the proper resources and supports are provided to schools

Partnership

- Collaborate closely with Superintendents to coordinate school development plans and supports
- Foster strong relationships with high school principals and school leadership
- Partner with CUNY and DOE central office teams on school development, budget and policy
- Maintain relationships with employer partners for 9-14 College and Career High Schools
- Coordinate with college leadership on planning, administration, and implementation of early college programming
- Maintain strong relationship with CUNY's Research, Evaluation, and Program Support team

Other Duties

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

Bachelor's degree and eight years related experience required; Master's degree preferred

Qualifications

- Demonstrated knowledge and expertise of issues related to college readiness, transition and success, particularly for young people from groups underrepresented in higher education
- Supervisory experience working with educational program administrators and instructors
- Experience designing and facilitating professional and curriculum development activities
- Ability to engage complex, multiple perspectives, build consensus and to mediate different approaches and viewpoints
- Management experience in programs that encourage innovation, pedagogical coherence and curriculum alignment
- Ability to troubleshoot and problem-solve professional development issues related to program expansion
- Outstanding oral, written and oral communication skills
- Strong consultation, negotiation, presentation and teaching skills
- Strong organizational skills with ability to manage multiple projects and meet deadlines
- Ability to use data and research findings for program and staff development purposes
- Ability to work independently and collaboratively in fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Strong budget management ability
- Excellent writing and interpersonal skills
- A demonstrated knowledge of curriculum development at the high school, college transition, and/or adult learning levels
- A demonstrated understanding of various school programming models, especially in Career and Technical Education (CTE) or Early College High Schools, and knowledge of DOE course credit policies and procedures
- Ability to envision new opportunities to engage and support principals and other school leaders

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds) and bending, reaching, and sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

To Apply: Cover letter and resume in application for this position must be submitted via the CUNY Research Foundation website at www.rfcuny.org.

EEO

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.