
Job Title	Screening and Assessment Project Manager
PVN ID	VA-2108-004181
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$78,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Oct 26, 2021 (Or Until Filled)

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

GENERAL DESCRIPTION

The Early Childhood Screening and Assessment Project Manager will manage the screening and authentic assessment professional learning (PL) and support for the New York City Department of Education's Division of Early Childhood Education (DECE). The Project Manager will be responsible for monitoring, coordinating and supervising the work of two full time and two part time screening and assessment specialists. The ideal candidate will be able to think critically about early childhood assessment systems and have excellent organizational, communication and facilitation skills. The Project Manager reports to the Director of Early Childhood.

This is a grant-funded position with the possibility to be renewed on an annual basis.

DUTIES AND RESPONSIBILITIES**Data Tracking and Communications**

- Develop and manage a system for scheduling in-person and online PL for individual sites
- Ensure that all SAS submit a log documenting each visit in a timely manner and analyze log data
- Ensure clear, accurate and timely communication to sites by monitoring screening and assessment email

- and phone systems, and identify trends in sites' needs
- Provide outreach to programs regarding screening and assessment policies
- Communicate with Director of Early Childhood and Central Office Staff about project progress

Supervision and Project Management

- Supervise a team of screening and assessment PL providers/specialists through individual and team meetings
- Manage team of PL providers/specialists and coordinate the work and scheduling of project activities with team members and administrative support as needed

Screening and Assessment Professional Learning and Support

- Provide consultation and support in the development of professional learning related to screening and assessment.
- Lead large-scale professional learning facilitation for professional development providers, educational leaders, teachers and family child care providers.
- Provide targeted screening and assessment support in-person across the five boroughs.

Other Duties

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

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or related area.
- 3+ years of experience as an early childhood teacher in a program that utilized an online Authentic Assessment tool.
- 2+ years of experience creating and providing professional learning experiences for teachers.
- 2+ years' experience as a project manager or program administrator
- Ability to think critically about assessment systems
- Demonstrated commitment to equity
- Demonstrated knowledge of early childhood screening and assessment tools.
- Demonstrated ability to analyze, interpret and communicate about data.
- Proficiency with Excel, Microsoft Teams, PowerPoint, and Zoom
- Exceptional interpersonal skills.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.

Preferred Qualifications

- Bilingual in Spanish or Mandarin

- Familiarity with Learning Stories
- Experience teaching or leading in site that implements DECE policies and curriculum

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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.