
Job Title	Instructional Services Manager, Tutor Corps
PVN ID	VA-2111-004364
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 05, 2022 (Or Until Filled)

General Description

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.

GENERAL DESCRIPTION

Reporting to the Director of the Tutor Corps, the Instructional Services Manager will be responsible for coordinating the program's relationships with specific NYC public middle and high schools, including monitoring and improving day-to-day operations of our tutors in those schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Visit middle and high school sites regularly to collect information and act as the face of the program for school staff
- Communicate regularly with tutors regarding their schedules and professional needs
- Provide subject-matter and pedagogical expertise to middle and high school teachers to facilitate the successful integration of their tutors into their classrooms
- Plan and develop the implementation of our program with school administrators, paying special attention to student needs and the role of the tutors in the building
- Collect qualitative data on how tutors are leveraged in classrooms
- Work with the Director to ensure tutors' work is aligned with current research on best practices and to add to current research
- Research modifications to the Tutor Corps model based on classroom observations and work with the Director to implement them
- Strategize with school administrators and classroom teachers on how best to implement programs that fit the Tutor Corps model

- Connect with other instructional services managers to plan and develop the details of tutor training
- Supervise and coordinate the collection of data regarding time spent tutoring each student and outcomes
- Meet regularly with the Tutor Corps team to make sure the whole process is in alignment

Other Duties

- Assist in recruitment, interviews and hiring
- Keep up with current best-practices for instruction including electronic resources

Qualifications

Minimum Qualifications

- Undergraduate degree required
- Minimum 5 years of experience in education
- Collaborative and results-oriented approach to managing part-time employees
- Excellent relationship management and interpersonal skills: the ability to work effectively with tutors, teachers, and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills.
- Enthusiasm, commitment to excellence, highly organized and detail oriented.
- The ability to handle multiple tasks with organization and accuracy.
- Willingness to travel throughout the city
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and experience working with databases.
- Background in mathematics, computer science, and/or special education

Preferred Qualifications:

- Knowledge of and experience working with NYC public schools
- Experience in bilingual education a plus
- Tutoring or Coaching experience a plus
- Experience in remote instruction a plus
- Belief in power of positive youth development and near-peer mentoring models.

Physical Demands and Environment Requirements

- Ability to travel to public school classrooms in NYC

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all 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.

Compensation

Commensurate with experience

How To Apply

Position open until filled.

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