

Job Title	School Support Specialist (Literacy)
PVN ID	VA-2207-004946
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$90,000.00 - \$105,000.00
Hour(s) a Week	35
Closing Date	Jul 19, 2023 (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

The Early College Initiative at CUNY (ECI)/Affinity create, grow, and support schools committed to early college programs and college readiness outcomes for students who are traditionally underrepresented in higher education. Through coaching and developing of teachers, leaders, and other partners we are restructuring the educational experience to ensure all students are prepared for success in college and their chosen career path.

GENERAL DESCRIPTION

The *Literacy* School Support Specialist will serve as both a resource to a small group of middle/high schools as well as facilitate network-wide workshops for the Affinity Group schools who select CUNY as their Affinity Group. Given that many of the Affinity Group Schools are early-college schools, there is an elevated need for students to be college-ready at an earlier age in such domains as reading, writing, speaking, conducting research, and organizing/presenting ideas and work. Specialists will be expected to collaborate with team members and contribute to the overall capacity of the CUNY Affinity Group Team and the larger CUNY Early College Team. As a member of CUNY Early College, the *Literacy* School Support Specialist will help shape priorities and be given ample opportunity to support school leaders and in turn, be a leader within the field of literacy.

Typically, School Support Specialists spend 3-4 days a week in the field, visiting schools, meeting with school leaders, and working with school-based staff. School Support Specialists then create resources, provide feedback to school leaders and staff, and develop and facilitate professional development sessions on their non-field days. Additionally, Specialists will provide contact information (phone and email) to principals and are

available to respond to situations (although infrequent) outside of regular work hours.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

The *Literacy Specialist* will be responsible for:

- Developing positive working relationships with principals, assistant principals and teacher leaders and working with them to identify school goals, priorities and challenges that focus upon literacy;
- Working in partnership with schools to narrow the literacy gaps that exist along the continuum from middle school and high school curriculums upwards to college-level coursework;
- Helping to provide or coordinate access to all aspects of school support in order to assist school leaders in achieving their goals and addressing challenges. Areas of support and planning are not limited to, but may include:

-Instructional support;

-Staff development;

-Student data analysis;

-Accountability initiatives;

-Services for students with special needs;

-Youth development services.

Other Duties:

- Coordinating organizational and operational support and planning by being proactive in communication with key constituents within the Department of Education, CUNY, early-college partners, and the greater community;
- Serving as a key contributor to the CUNY Early College Team by communicating school needs and devising strategies to meet those needs in collaboration with the CUNY Early College Team;
- Keeping clear and concise records of communications with school staff and other support personnel;
- Co-constructing and co-facilitating network-wide professional development including principal meetings, assistant principal meetings, instructional leadership sessions, and other professional development designed by the CUNY Early College Team;
- Strategically coach and support school-based personnel after they attend professional development workshops and sessions.

Qualifications

QUALIFICATIONS

Minimum Qualifications

- A Master's degree and a minimum of five years of successful professional experience as an educational administrator, instructional or leadership coach, curriculum specialist, mentor and/or professional developer/trainer, *preferably* within the field of literacy;
- Keen understanding of educational reforms and structures in New York City and New York State, including new accountability initiatives;
- Proven ability in helping schools use student-level and school-based data to plan and implement instructional programs;
- A demonstrated commitment to enabling public school students to succeed in college;
- Outstanding organizational skills and attention to detail;
- Excellent written and oral communication skills;
- Ability to multi-task and to respond quickly to various requests;
- Attention to deadlines;
- Creativity, friendliness, and a sense of humor;
- Proven ability to work well with others;
- Proficiency in Microsoft Office.

Preferred Qualifications

- Familiarity with higher education, including an understanding of college and career readiness standards, skills, and practices;
- Experience working across schools, organizations, or teams in support of a larger mission.

Physical Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in schools/office and 30% remote (3 days) during every two-week payroll cycle. Laptop will be provided to support field work and working remotely;
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 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 network schools throughout the city and other CUNY sites as needed

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after

the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

EEO

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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

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.

Key Features

Department

CUNY's Office of K-16 Initiatives

Status

Full Time

Annual Salary Range

\$90,000.00 - \$105,000.00

Closing Date

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Actions