

Job Title	Director of CUNY Early College
PVN ID	VA-2209-005106
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$100,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Jul 19, 2023 (Or Until Filled)

General Description

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 network of secondary schools. CUNY Early College creates, grows, and supports schools committed to early college programs and college readiness outcomes for students who are traditionally underrepresented in higher education. Through the coaching and development 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. The CUNY Early College network 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 CUNY Early College 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 University Assistant Dean, the Director's responsibilities include, but are not limited to:

Strategic Planning and Leadership

- Lead school development and planning activities for CUNY Early College High Schools;

- Lead development of data driven school support plans including leadership and teaching supports;

Support the University Assistant Dean in overall strategic planning, coordination and implementation of early college secondary 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 CUNY Early College student success and retention, using the data to inform practices;

Lead strategic communication and community building with CUNY Early College school leaders and staff, and partner college staff.

Program Management

Supervise, coach, support and develop the staff of CUNY Early College;

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 CUNY Early College schools;

Oversee coordination of high school-college partnerships for CUNY Early College schools, including coordination of our Campus 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.

Other Duties

Other Duties

Attend staff meetings and trainings as required

Perform special projects and other duties as assigned

Qualifications

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

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support 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 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.