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<b>Job Title</b>	Case Management Professional Developer - Adult Literacy Prog
<b>PVN ID</b>	VA-2210-005125
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Office of Academic Affairs - Langua
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$73,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 21, 2023 (Or Until Filled)

## General Description

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The Office of Academic Affairs at The City University of New York is seeking an experienced professional to join the team of Adult Literacy Program's professional developers to specialize in the support of campus-based Case Managers. Case Managers work at campus-based Adult Literacy and ESOL programs, supporting students in workshops, small groups and individual meetings, in identifying their career goals and creating post-secondary plans. They also help students develop the skills needed to address physical, mental, financial and learning challenges.

The Case Management Professional Developer, under the guidance and leadership of the University Director for Language and Literacy Programs, oversees the professional development of case managers at 14 campuses. This includes training on career exploration, post-secondary planning and support of students with a wide range of physical, mental, financial and learning challenges. The Case Management Professional Developer may also be asked to design and lead training as part of the New York State Teacher Leader Institute (2x a year) and provide additional professional development in partnership with the Regional Adult Education Network, the Literacy Assistance Center, and other adult education providers.

The Case Management Professional Developer will:

- Disseminate career exploration resources to campus-based case managers;
- Cultivate and maintain strategic partnerships with external parties;
- Collaborate with faculty administrators and case management staff and instructors across the University to achieve program goals;
- Monitor program activities and report on effectiveness and outcomes to the University Director of Language and Literacy Programs; and
- Perform related duties as assigned.

## Other Duties

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## DUTIES AND RESPONSIBILITIES

- Keep up to date on local job training, apprenticeship, internship and career opportunities in the private and public sectors, and disseminate the information to campus-based case managers.
- Analyze professional development needs and determine direction for professional development, including planning in concert with central staff and campus-based directors.
- Provide leadership and training to case managers, teachers and administrators through one-on-one consultations, central and campus-based seminars, and campus-based meetings based on the professional development plan and emerging priorities in the field.
- Develop curricula, lesson sets, teaching and case management materials, with a focus on integrating career exploration, social emotional learning and academic literacy knowledge and skills.
- Organize and participate in professional development conferences, study groups, peer mentoring initiatives, online instructional resource development, and website development.
- Participate in research and writing of grant proposals and funding opportunities.
- Maintain knowledge of high school equivalency, basic education and ESL standardized tests and standards.
- Maintain connections with other CUNY sectors and with other City-wide educational initiatives for immigrant adults and out-of-school youth.

## Qualifications

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### Minimum Qualifications

- Bachelor's degree
- Experience writing curricula and lesson plans
- At least four years' classroom experience teaching adult learners
- Ability to travel throughout NYC; some travel to Albany
- Strong communication skills (verbal and written) and organizational skills

### Preferred Qualifications

- Four to six years' related teaching, curriculum development and/or teacher training experience in an educational institution working with adult learners
- Knowledgeable about teaching social emotional skills to teen and adult students.
- Experience creating culturally relevant teaching materials for low income, BIPOC and/or immigrant communities
- Experience using strengths-based or anti-oppressive teaching and facilitation frameworks
- Strategic thinker with ability to establish programmatic goals and outcome measures
- Strong interpersonal communication, writing, presentation, and group facilitation skills
- Strong organizational and follow-through skills to devise and execute work plans, prioritize work, manage multiple projects and meet deadlines
- Proactive, flexible, and able to work effectively, both independently and as a team member, with diverse members of the university community, including campus instructors and campus program managers
- Computer proficiency using academic, administrative, and financial programs, systems or databases, plus online survey systems, project management and social media tools

### 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.

Until further notice, this is a hybrid position, eligible to work remotely and work on-site in the office.