Job Title	CUNY Reading Corps Project Director
PVN ID	VP-2308-005776
Category	Managerial and Professional
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Teacher Education
Status	Full Time
Annual Salary	$70,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Sep 08, 2023 (Or Until Filled)

General Description

CUNY Reading Corps trains CUNY students to implement Reading Ready and Reading Go!, professional development programs and evidence-based literacy interventions for kindergarten, first- and second-grade students. CUNY Reading Corps has partnered with CUNY Schools of Education to bring children the support they need and to provide training in early literacy instruction to NYC's future teachers and education leaders.

Reading Ready and Reading Go! tutors commit to tutor students who have fallen behind in their early literacy skills. High-dosage tutoring (3-5x per week) has been shown to be an effective way to help students make strides in their early reading skills, which are foundational to their future academic success.

The Project Director will oversee, coordinate, and conduct activities related to the implementation of CUNY Reading Corps. The Project Director reports to the Director of Literacy Initiatives. This position is currently remote, but in-person activities are also required. This is a grant-funded, full-time position requiring regular business hours, 9am-5pm, Monday – Friday, from 9/1/23 to 8/31/24.

Other Duties

Duties may include a subset of the following:

- Oversee operations of the CUNY Reading Corps initiative, including school partnerships, tutor recruitment and hiring, site coordinator recruitment and hiring, tutor and school materials
- Coordinate process of selecting and onboarding NYC public school partners for both remote and in-person programs
- Oversee process of selecting hired tutors
- Coordinate with CUNYRF to ensure timely hiring and payment for part-time staff

- Coordinate with Benedict Silverman Foundation to procure tutor kit materials for all tutors
- Coordinate orders of Okapi book sets for in-person tutoring, monitor the school locations of CUNY Reading Corps-owned Okapi book sets
- Track locations of CUNY Reading Corps-owned student headsets
- Coordinate with Brooklyn College Foundation as needed for budgeting and payroll
- Supervise Program Manager responsible for coordination of:
    - STAR Early Literacy Assessment for pre and post-testing for all program participants
    - Littera data management system
    - School-Based Instructors
    - School recruitment and student rostering
    - Embedded Course Model
    - Monitoring the ReadingCorps@cuny.edu email account
- Serve as the primary point person for 15-25 school partners, support with scheduling tutors for students at these schools using Littera, ensure records are complete and updated for these school partners using Littera, resolve problematic pairings at these schools, oversee program data and troubleshoot attendance issues at these schools
- Conduct in-person school site visits, representing the program and soliciting feedback from school partners
- Attend staff meetings
- Any other duties as assigned by the Director of Literacy Initiatives
- Oversee key elements of the CUNY Reading Corps initiative, including tutor training and quality, Lead Instructors, tutor and school communications, and overall system of tutor-student pairings:
    - Ensure tutors receive access to asynchronous training modules, monitor training completion, follow up with tutors about training completion as needed, share status of training with faculty as needed, coordinate synchronous training sessions for tutors and school-based instructors as needed
    - Recruit, train, and supervise Lead Instructors
    - Ensure school partners and tutors receive regular communications from CUNY Reading Corps with important announcements and reminders, Draft communications and send from ReadingCorps@cuny.edu
    - Oversee the timeline and process of scheduling tutor-student pairings using the Littera system

Qualifications

- Bachelor's degree required, master's degree preferred
- Passion for working with children and supporting their literacy skills
- Prior experience working with elementary aged children in NYC public schools required
- Priority given to applicants with prior experience with the Reading Ready or Reading Go! programs
- NYC DOE security clearance required. The Project Director must pass this security/background check process by the NYC DOE prior to being hired.
- Expertise using Zoom, MS Excel, Powerpoint, Google Sheets, MS Outlook, MS Word and other platforms professionally
- Must be highly organized, detail oriented, professional, and efficient