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<b>Job Title</b>	York College Social Justice Teaching Corps (SJTC) Project Ad
<b>PVN ID</b>	YC-2305-005608
<b>Category</b>	Instruction and Social Service
<b>Location</b>	YORK COLLEGE

**Department**

<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$50.00-\$60.00
<b>Hour(s) a Week</b>	10.00-19.00
<b>Closing Date</b>	Jul 15, 2023 (Or Until Filled)

## General Description

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The York College Department of Teacher Education has a TOC II grant from the NYSED to create a Social Justice Teaching Corps (SJTC) of pre-service teachers who are prepared to develop and implement culturally sustaining practices to address the learning needs of all students. Reflecting York's student body, this SJTC will diversify the teacher population in local district schools. Members of York's SJTC are engaging in a 10-month clinically rich internship focused on social justice and culturally responsive pedagogy in collaboration with partner schools that serve students placed at risk.

Under the supervision of the Chair of the Department of Teacher Education, the York College Social Justice Teaching Corps (SJTC) Project Administrator is responsible for daily supervision of program activities, oversees the instructional team and SJT Corp members during the summer Social Justice Academy, liaises with NYC DOE schools to recruit program participants, communicates with community partners to provide services, manages budget and procurement processes, liaises with York College staff and administration to coordinate space and resources, maintains program records and coordinates program assessment, and plans for academic year programs at NYC DOE schools.

## Other Duties

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- Directs and monitors day-to-day work of instructional and/or administrative staff;
- Conducts site visits.
- Authors and oversees electronic and hard copy publication of articles, newsletters, brochures, and reports.
- Conducts special events and ceremonies;
- Recommends, acquires, and oversees distribution of resource materials.
- Authorizes expenditures, tracks expenses, and insures operation within budgets consistent with RF policies and sponsor requirements.
- Establishes systems of records and maintains related records.

- Observes and enforces all RF policies on ownership of intellectual property, procurement and use of facilities and equipment, and investigations on human subjects. As needed, creates confidentiality protocols and ensures their observance.
- Assists in overseeing program completion and final storage/distribution of project records and equipment.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Qualifications

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Intellectual understanding of teaching for social justice, as evidenced in educational attainment, teaching, publication, research, or professional accomplishment;

- Ability to market programs;
  - Ability to respond effectively to the requirements of NYSED;
  - Ability to author, publish, and present reports, statistical summaries, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
  - Ability to operate, and train others in the use of, basic instructional and administrative technology;
  - Ability to organize and direct the work of a team of professionals in achieving the goals of the program within deadlines and within budget constraints;
  - Knowledge of Federal, state, and local regulations governing aspects of the project;
  - Knowledge of community resources and program-related data sources;
  - Ability to communicate and partner with government agencies, community groups and other groups related to the project;
  - Ability to respect, support and advocate for the diversity of program participants and staff;
  - Ability to develop and monitor budgets consistent with RF policies;
  - Ability to work effectively with staff, associates, and internal and external constituents;
  - Ability to communicate effectively with program sponsors, with all staff, with college officials, and with RF administrators responsible for coordinating policies, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
  - Knowledge of policies regarding intellectual property, procurement and use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
  - Knowledge of protocols for safety, and establishment of safety reporting procedures.
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- A Ph.D. in a related field from an accredited institution, **and** not less than four to eight (4-8) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which have been in a managerial or supervisory capacity; **OR**
  - A Master's Degree in an appropriate field of study from an accredited institution, **and** not fewer than five to ten (5-10) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; **OR**
  - Equivalent intellectual strength as evidenced in substantial research experience, a collection of juried publications in the field, and/or other significant accomplishments (e.g. significant participation in

important inventions/discoveries, acclaimed artistic endeavors, etc.)