



<b>Job Title</b>	Assistant Director - Peer Enabled Restructured Classroom (PE
<b>PVN ID</b>	VA-1702-001663
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY K-16 Initiatives
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 31, 2017 (Or Until Filled)

## General Description

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*Job Title:* Assistant Director, Peer Enabled Restructured Classroom (PERC) Program

*Location:* 16 Court Street Brooklyn, NY 11241

*Full/Part Time:* Full-Time

*Regular/Temporary:* Regular

CUNY K-16 Initiatives work with NYC public schools to increase students' college access and success, facilitating their transition to post-secondary education and careers. The Peer Enabled Restructured Classroom (PERC) Program is a secondary peer-led instructional model consisting of academic year and summer programming. PERC collaborates with the New York City Department of Education, College Now, the STEM Research Academy and supports ten high schools, including an Early College High School. A unique component of PERC is the recruitment and training of high school students as Teaching Assistant Scholars (TAS), part of the TAS high school to college pipeline.

Reporting to the Director of STEM Initiatives, and exercising independent judgment, the Assistant Director provides leadership and administrative support, supervises the program coordinator, the TAS pipeline, and establishes and implements procedures to achieve the goals and objectives of the program overall. The Assistant Director, in collaboration with the Director of STEM Initiatives, will have primary responsibility for determining the mission and vision of PERC as part of CUNY K-16 Initiatives.

## Other Duties

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The Assistant Director's duties include:

- Document, track, analyze and report to school and program leadership on student progress through the TAS Pipeline and teachers' professional development via data and document collection; site visits, and staff check-ins. Institute and maintain a structure for teacher and student interventions.
- Co-lead strategy meetings regarding TAS pipeline metrics, interventions, and successes and provide support/information for these meetings
- Develop outreach materials and online content for students, teachers, and administrators that supports recruitment and persistence in PERC including the TAS Summer Internship and Academic Year programs.
- Collaborate with TAS Pipeline coordinator to recruit TAS students for academic and summer programs that foster a sense of community and are resource and opportunity rich.
- Support the TAS pipeline coordinator to facilitate outreach to the TAS in the Pipeline with academic year and summer opportunities with College Now and in New York City
- Identify new high school partners with which to implement the PERC model
- Responsible for overall administration of the summer institutes at two PERC high schools. In partnership with the TAS pipeline and PD coordinators:
  - Orchestrate recruitment of TAS for summer internship opportunities
  - Support new course development for summer institutes
  - Work with staff to identify teachers
  - Coordinate with College Now and PD staff to provide PD for new courses
  - Coordinate classroom observations, work with PD staff to ensure a quality student experience
  - Work with evaluation and research team to coordinate form administration and collection
  - Ensure that all summer TAS consent/assent forms are collected. Work with summer site coordinators to design procedures and ensure that all school-level student data (grades, attendance, PERC and TAS) are transmitted to the schools and colleges
- Additional duties as assigned.

## Qualifications

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Preferred qualifications include:

- BA/BS minimum with MA/MS preferred in related field and/or several years of experience working in and/or leading college-readiness programs;
- Proven history of successful programmatic leadership that engages a team of educators;
- Interest and ability to develop partnerships that enable PERC to be a sustainable program for years to come; and
- Commitment to student-centered, peer-led education.