

<b>Job Title</b>	PERC Program Professional Developer - Peer Enabled Restructu
<b>PVN ID</b>	VA-1710-002166
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	K-16 Initiatives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 25, 2017 (Or Until Filled)

## General Description

The City University of New York (CUNY) Office of K-16 Initiatives seeks to hire a professional development coordinator for the **Peer Enabled Restructured Classroom (PERC) Program**. The PERC PD coordinator will work under the auspices of K-16's Office of STEM Initiatives to develop and provide professional development strategies and workshops to teachers focused on peer-led instruction in math and sciences delivered via multi-year partnerships with NYC DOE public middle and high schools.

K-16 Initiatives works primarily with the city's public school students and out-of-school youth providing opportunities to take college credit and pre-college preparatory courses, as well as offering college advisory and awareness workshops. **The Peer Enabled Restructured Classroom (PERC)** transforms students who have yet to meet college-ready benchmarks into scholars by placing them in the role of teacher. In restructured math and science classrooms, **Teaching Assistant Scholars (TASs)** work under the guidance of a teacher to instruct small groups of their peers. Along the way, the TASs learn the material, become academic role models, and build the skills they need to succeed in college.

## Other Duties

The PERC professional development coordinator will report to the Assistant Director of PERC and will work collaboratively with entire PERC team. The coordinator will:

- **Coach teachers in the development and implementation of PERC and TAS classes.** She or he will observe and provide regular feedback to teachers in the program to achieve target behaviors and goals; and maintain ongoing, consistent communication with teachers about their challenges and goals for their PERC and TAS classes.
- **Develop, implement and facilitate professional development workshops, coaching sessions, and conferences** designed to assist teachers in implementing the PERC and TAS models. She or he will work with teachers to develop engaging workshops that demonstrate collaborative strategies teachers

can apply in their classrooms and encourage teachers to lead or co-lead workshops to facilitate peer-led model.

- **Adapt STEM curriculum** to the PERC model.
- **Update PERC materials** as needed to maintain relevant and timely printed, online and verbal content.
- **Collect data and report** on teacher and students outcomes
- Complete related programmatic and administrative tasks as needed.

## Qualifications

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Qualified applicants must have:

- Experience in the development and provision of professional development and/or coaching.
- 5+ years in classroom teaching experience in STEM field
- A proven track record in modifying existing educational models to achieve improved outcomes for students and teachers.
- A willingness to travel throughout NYC and work offsite at schools.
- A creative approach to education and professional development and a willingness to explore new techniques and models to achieve best results.
- A commitment to quality and equitable education.
- Master's Degree in education or advanced study in a related field is preferred.