
Job Title	School Support specialist
PVN ID	VA-1811-002813
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 14, 2019 (Or Until Filled)

General Description

The City University of New York (CUNY) is seeking a School Support Specialist to join a team supporting the needs of a diverse group of New York City public schools. CUNY views its collaborations with the public schools as a vital part of its mission to educate the citizens of New York. The Affinity Team's mission is to develop the capacity of our 23 secondary schools to ensure that all students graduate prepared for success in college.

The School Support Specialist will work on a team providing support to school leaders, including principals, assistant principals and teacher leaders. Specialists will be expected to collaborate with team members and contribute to the overall capacity of Affinity Team, being tapped to support schools across the entire network when appropriate. As a member of the team the School Support Specialist will help shape priorities and be given ample opportunity for leadership

Other Duties

School Support Specialists will be primary point of contact for a group of five to eight schools. Typically, School Support Specialists will spend 4 days a week in the field visiting our schools, meeting principals, assistant principals and working with teacher leaders and their teams. Additionally, Specialists will provide contact information (phone and email) to principals and are available to respond to emergency situations on a 24 hour/7 day a week basis.

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The Specialists will be responsible for:

- * Developing positive working relationships with principals, assistant principals and teacher team leaders to help them identify school goals, priorities and challenges and develop actionable steps to address these
- * Working with teacher team leaders to strengthen their leadership and thereby strengthen the functioning of their school team
- * Helping to provide or coordinate access to all aspects of school support to assist principals in achieving their goals and addressing challenges. Areas of support and planning may include:
 - Instructional support
 - Staff development
 - Student data analysis
 - Accountability initiatives
 - Services for students with special needs
 - Youth development services
- * Working with other CUNY programs to coordinate access to resources for Affinity Schools
- * Coordinating organizational and operational support and planning by being proactive in communication with key constituents within the Department of Education, CUNY and the community.
- * Keeping clear and concise records of communications with school staff and other support personnel
- * Co-constructing and co-facilitating Network-wide professional development including principal meetings, assistant principal meetings, instructional leadership session and other professional development designed by the CUNY Affinity team.

Qualifications

A minimum of five years of successful professional experience as an educational administrator, instructional or leadership coach, curriculum specialist, mentor and/or professional developer/trainer

- * Keen understanding of educational reforms and structures in New York City and New York State, including new accountability initiatives
- * Proven ability in helping schools use student-level and school-based data to plan and implement instructional programs
- * A demonstrated commitment to enabling public school students to succeed in college
- * Outstanding organizational skills and attention to detail

- * Excellent written and oral communication skills
- * Ability to multi-task and to respond quickly to various requests
- * Attention to deadlines
- * Creativity, friendliness, and a sense of humor
- * Proven ability to work well with others
- * Proficiency in Microsoft Office