

Job Title	Program Director, CUNY Early College
PVN ID	VA-2406-006316
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Full Time
Annual Salary	\$110,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Aug 25, 2024 (Or Until Filled)

General Description

CUNY's Office of K16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities. CUNY K16 Initiatives leads and coordinates CUNY's partnership with New York City Public Schools (NYCPS), including programs and direct services reaching over 100,000 NYCPS students annually. CUNY and New York City Public Schools – the two largest education systems of their kind in the country – are deeply connected by the students they serve and K16 Initiatives serves as a vital bridge, leveraging policy development and service delivery to address key drivers of student success. With a focus on equity, access, and economic mobility, K16 Initiatives harnesses unique CUNY resources – including students and curriculum – at scale to achieve shared goals.

The City University of New York's Office of K16 Initiatives seeks a visionary Director to provide strategic oversight and leadership to CUNY's Early College secondary schools. The Program Director of CUNY Early College will oversee an assigned portfolio of early college high school programs within K16. The CUNY Early College program creates, grows, and supports schools committed to early college programs and college readiness outcomes for traditionally underrepresented students in higher education. The program supports strong outcomes for early college schools through professional development for high school teachers and leaders and oversight of campus partnerships.

The Director will approach challenges with innovative solutions to enhance program effectiveness. Navigating organizational realignments, the Director will build trust and motivate the team to adapt to new strategies and goals. Cultivating strong communication and partnerships across complex, cross-organizational relationships will be essential.

The Director will oversee budget planning and financial resource management to support program sustainability and growth. Utilizing data analysis, the Director will monitor and evaluate program outcomes and drive continuous improvement. Additionally, the Director will manage and lead organizational realignment to better coordinate goals and responsibilities across the Early College team and CUNY K16, maximizing our impact as a partner to New York City Public Schools (NYCPS). The Director of CUNY Early College will be

responsible for ensuring program outcomes and success and will manage a team of 5- 8 staff members.

Other Duties

Reporting to the University Dean for K16 initiatives, the Director of CUNY Early College's responsibilities are as follows:

Program Management

- Lead a team of five to eight full-time staff, fostering strong collaboration, functional communication, realignment, and integration of roles and project focus areas.
- Cultivate and promote a high-performance team culture through structures and meetings to ensure high-quality program design and implementation.
- Direct and develop program structures, policies, and systems
- Oversight and management of an assigned portfolio of early college programs within K16 Initiatives, including budgeting, strategy and planning, and staff supervision.
- Oversee management of relationships with program partners, including New York City Public Schools (NYCPS) and CUNY campuses, in partnership with K16 Initiatives senior leadership.
- Ensure programmatic excellence by monitoring and evaluating student achievement, staff performance, financial resource management, and enrollment/participation patterns across all programs.

Model Oversight

- Support the development, monitoring, and implementation of school-level work plans;
- Partner with CUNY and NYCPS central office teams on school development, budget, and policy; establishing metrics and monitoring tools for partnerships, and expectations and roles of central (CUNY and NYCPS) team;
- Oversee coordination of high school-college partnerships for CUNY Early College schools, including coordination of Campus Liaisons;
- Oversee new school development plans, and their implementation, in partnership with New York City Public Schools;
- Support the creation and updating of curricular resources;
- Collaborate with other departments at K16 to ensure the proper resources and supports are provided to schools;
- Collaborate closely with Superintendents to support school leadership and educators in the development and implementation of student-level supports at CUNY Early College schools;
- Maintain relationships with employer partners for 9-14 College and Career High Schools.

Program Team Supervision

- Guide the team through a period of program change towards shared program goals, encouraging the team to approach challenges with a high level of creative problem-solving.
- Support the professional growth and development of team members.
- Facilitate team meetings and promote strong communication within the team.
- Other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required.
- 8+ years of relevant experience.

Preferred Qualifications

- Advanced degree in a relevant field
- Expertise in program management
- Experience in managing high-performing teams and programs through changing circumstances.
- Proficiency in group facilitation, strong written and verbal communication skills, and a high level of creative problem-solving.
- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents.
- Experience in data collection and analysis to support effective program operations and evaluation.
- Proficiency in Google and Microsoft suite of programs and general digital literacy
- Experience with NYC public schools, either as an attendee or in a professional capacity.
- Ability to engage multiple complex perspectives, build consensus, and mediate different approaches and viewpoints.
- Management experience in programs that encourage innovation, pedagogical coherence, and curriculum alignment.
- Strong consultation, negotiation, presentation, and teaching skills.
- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Ability to use data and research findings for program and staff development purposes.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong budget management ability.
- Demonstrated knowledge of curriculum development at the high school, college transition, and/or adult learning levels.
- A demonstrated understanding of various school programming models, especially in Career and Technical Education (CTE) or Early College High Schools, and knowledge of NYCPS course credit policies and procedures.
- Ability to envision new opportunities to engage and support principals and other school leaders.

Physical Requirements:

- This is a 70/30 hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other CUNY sites as needed.

