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<b>Job Title</b>	CUNY Reading Corps Program Manager
<b>PVN ID</b>	VP-2308-005775
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF EXEC VC & UNIVERSITY PROVOST
<b>Department</b>	Teacher Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 08, 2023 (Or Until Filled)

## General Description

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CUNY Reading Corps trains CUNY students to implement Reading Ready and Reading Go!, professional development programs and evidence-based literacy interventions for kindergarten, first- and second-grade students. CUNY Reading Corps has partnered with CUNY Schools of Education to bring children the support they need and to provide training in early literacy instruction to NYC's future teachers and education leaders.

Reading Ready and Reading Go! tutors commit to tutor students who have fallen behind in their early literacy skills. High-dosage tutoring (3-5x per week) has been shown to be an effective way to help students make strides in their early reading skills, which are foundational to their future academic success.

The Program Manager will oversee, coordinate, and conduct activities related to the implementation of CUNY Reading Corps. The Program Manager reports to the Director of Literacy Initiatives. This position is currently remote, but in-person activities are also required. This is a full-time grant funded position requiring regular business hours, 9am-5pm, Monday – Friday, from 9/1/23 to 8/31/24.

## Other Duties

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Duties may include a subset of the following:

- Oversee and coordinate implementation of the Littera data management system
- Oversee and coordinate the STAR Early Literacy Assessment for pre and post-testing for all program participants
- Oversee and coordinate School-Based Instructors; including kit orders, assignment to a Program Coach, access to asynchronous training, coordination of synchronous training practice sessions, access to zoom and data trackers, and ongoing progress and communications

- Serve as the primary point person for 15-25 school partners, support with scheduling tutors for students at these schools using Littera, ensure records are complete and updated for these school partners using Littera, resolve problematic pairings at these schools, oversee program data and troubleshoot attendance issues at these schools
- Conduct in-person school site visits, representing the program and soliciting feedback from school partners
- Attend weekly staff meetings
- Any other duties as assigned by the Director of Literacy Initiatives.
- Oversee and coordinate the process of recruiting school partners, updating the School Engagement Tracking sheet, ensuring school partners receive access to their student rostering sheet in Sharepoint, track completion of the student rosters, and follow up with school partners as needed
- Oversee and coordinate the Embedded Course model, including communicating with faculty about the fieldwork hours requirements, tracking the training completion and PETS status for enrolled students, ensuring enrolled students are paired for tutoring, tracking fieldwork hours completion for enrolled students, and keeping faculty updated on student progress
- Monitor the [ReadingCorps@cuny.edu](mailto:ReadingCorps@cuny.edu) mailbox and respond to tutors, school partners, and others as needed

## Qualifications

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- Bachelor's degree required, master's degree preferred
- Passion for working with children and supporting their literacy skills
- Prior experience working with elementary aged children in NYC public schools required
- Priority given to applicants with prior experience with the Reading Ready or Reading Go! programs
- NYC DOE security clearance required. The Program Manager must pass this security/background check process by the NYC DOE prior to being hired.
- Expertise using Zoom, MS Excel, Powerpoint, Google Sheets, MS Outlook, MS Word and other platforms professionally
- Must be highly organized, detail oriented, professional, and efficient