Job Description

Job Title: Academic Program Director (NYC Writing Project Director)
Job ID: 2275
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Directs curriculum development and operations of a College's specialized academic program under executive oversight.

- Designs, implements and monitors a comprehensive academic program development plan
- Administers all curricular, administrative, and financial aspects of the program
- Oversees program evaluation efforts and creates strategic plan to further develop program offerings
- Manages annual budget; develops proposals and other initiatives for expanded program support
- Cultivates and maintains strategic partnerships; serves as primary liaison to faculty and administrators to plan and execute programming activities
- May participate in faculty recruitment efforts
- Manages professional and clerical staff
- Performs related duties as assigned.

Job Title Name: Academic Program Director

CONTRACT TITLE

Higher Education Officer

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The New York City Writing Project, founded in 1978, is one of the oldest and most successful sites of the National Writing Project (NWP), the largest literacy professional-development program in the country. All NWP sites are based at universities, support the development of teachers as instructional leaders, and involve close collaboration with local school systems.

The Director oversees all aspects of $1.3 million grant-driven program focused on writing and reading across the curriculum grades K-16, including: program development for school year and summer programs; supervision of professional staff; negotiation of annual contracts; program evaluation; development of funding prospects; preparation of reports; and communication with national program
leaders.

In addition, the Director contributes to long-range planning and policy development within the Institute for Literacy Studies; collaborates with staff to develop new initiatives and support existing ones; contributes to local and national dialogue about critical issues in literacy education via presentations, papers, and participation on national leadership groups; conducts professional development courses and workshops for school teachers and administrators; and collaborates with faculty and administrators in Lehman’s Division of Education and English Department.

MINIMUM QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

PREFERRED QUALIFICATIONS

Must have: a strong background in writing/literacy education with a minimum of 8 years experience in K-12 schools; a proven track record in program development for literacy education; a minimum of 8 years administrative experience (may overlap with K-12 experience); familiarity with local and national issues in literacy education; and strong communication and technology skills. Must also have a demonstrated commitment to working with diverse populations; belief in the capacity of all children to learn; ability to collaborate effectively to accomplish goals; ability to develop leadership in others; ability to work under deadlines; and strong organizational skills. Advanced degree preferred - MA or higher.

In addition, familiarity with the work of the National Writing Project and familiarity with a range of assessment approaches and with innovative uses of technology to support learning preferred.

COMPENSATION

$85,356 - $102,253 (commensurate with education & experience)

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply please log on to www.cuny.edu. Navigate to Employment and then log into the applicant tracking program Job Postings on CUNYFirst and apply online by following the instructions.

In addition, to be considered for this position, you must send letter of application, resume, and contact information for three references to:

NYCWP Search Committee
Institute for Literacy Studies
Lehman College
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
ils@lehman.cuny.edu (E-mail is preferred)

CLOSING DATE

Open until filled with review of applications to begin on April 1, 2010.

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.