Title: Director of Special Projects
School/Dept: School of Education
Unit: Office of Alternative Certification Program
Reports to: Dr. Susan Fine
Date Written: October 5, 2004

BASIC FUNCTION: Include reference to the impact the position has on the University’s competitive position, finances and operations considering complexity and scope of decisions. (Level of responsibility may range from multiple departments down to limited autonomy or receiving direction from supervisor.)

The Director of Special Projects will implement a variety of short and long-term projects needed by the Office of Alternative Certification Programs. As is indicated by the title the scope and duration of these projects will vary according to the immediate and long-term needs of the Alternative Certification Program and of the Director of Alternative Certification Programs. The primary determinant of the projects supervised and implemented by this individual will be those that directly impact on program effectiveness and competitive positioning in these competitive, contract programs. Therefore, the successful candidate will be faced with considerable complexity and will have significant decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Please put in order of importance):

- Develop an alumni/ae tracking system and an alumni/ae program that creates active and sustained alternative certification program alumni/ae participation
- Prepare, disseminate and present program information and achievements to internal and external constituencies, including professional conferences, program web-site, and newsletter(s)
- Document student and program accomplishments through scholarly journals, professional conferences and the popular press
- Assist in the coordination of student admission applications, matriculation, MMR verification, enrollment, tracking, certification and graduation
- Assist in the monitoring and updating of contracts with Teach For America and the NYC Department of Education
- Assist in the development of Professional Development options for program graduates, including, but not limited to, Educational Leadership program(s)
- Assist in the monitoring, assessment and improvement of program courses, requirements, and implementation (including program instruction)
- Represent the Director of Alternative Certification Program, in her absence, with all internal and external constituencies linked to the Office of Alternative Certification Programs
- Work closely with the SOE NYC department chair to schedule program courses
- Work closely with SOE faculty on each campus to design and implement instruction
• Work closely with Teach For America and NYC staff to coordinate and evaluate the program and courses
• Assess student and program outcomes for NCATE accreditation purposes; work closely with the SOE Director of Assessment, the Director of Alternative Certification Programs and the NCATE Coordinator for NCATE accreditation
• As needed, serve as a liaison for program interactions with Pace offices of Admission, SARS, Health Care, OPARAS, Financial Aid and Philanthropy
• Assist in securing internal and external funding for student scholarships
• As needed, prepare program documentation and reports for NYS regulatory compliance and national accreditation
• Work closely with the SOE Educational Leadership Program development team to design, register, accredit and implement the new Educational Leadership program for Teach For America and NYC Teaching Fellow cohorts

SUPERVISION EXERCISED: The extent and scope of a position’s responsibility for managing people and/or a function.

As needed:

• Interview, screen, hire, train and supervise Cohort Leaders for distance-based instruction (usually 30-40 individuals per semester, per cohort)
• Interview, screen, hire and monitor adjunct faculty as Lead Faculty for program courses (usually 5-10)
• Interview, screen, hire, train and supervise University Liaisons for the supervision of students (usually 50-100)
• Routinely supervise part-time personnel and graduate students who have been assigned to implement any Special Projects

COLLABORATION / CONTACTS: The type and level of interaction required with others internal and/or external to the University, and the extent to which position is expected to build relationships and promote teamwork among the University’s constituencies.

Must work with a wide variety of external constituencies including (but not limited to) the NYC Department of Education, Teach For America NYC Office, Teach For America National Office, and the New York State Education Department

POSITION QUALIFICATIONS: List required skills/functional knowledge. Also indicate communication skills necessary to fulfill position responsibilities.

Requirements: Masters degree required. K-12 teaching experience (preferably urban) and certification, excellent organizational, interpersonal and strategic planning skills, knowledge of program design, evaluation and assessment, research and statistical skills, computer (word processing, spreadsheet, statistical packages) skills, ability to interact professionally with a broad base of internal and external constituencies. Preference to candidates with higher education experience (preferably in teacher preparation) and/or administrative and/or program or systems design experience.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this description. They are not meant to be an exhaustive list of duties employees may be required to perform.