

Job Title: Project Manager, New York City Summer Learning Initiative – Consultant Position

Background: The NYC Summer Learning Initiative is a new, three-year collaboration led by the NYC Department of Education (DOE), the NYC Department of Youth and Community Development (DYCD), and The Fund for Public Schools (FPS) to provide non-mandated summer school students with creative, engaging, and fun summer learning programs that support academic growth and youth development, promote attendance and engagement, involve families as partners, and encourage health and fitness.

The goals of the Summer Learning Initiative are to:

- Prevent summer learning loss and promote summer learning gain that will contribute to a narrowed achievement gap;
- Support key transition periods to ensure that students are prepared for success in new school environments;
- Provide enrichment to address opportunity gaps; and
- Perform research and evaluation regarding summer learning loss/gain and the impact of the pilot models to inform future summer programming/expansion.

Position Summary: Under the direction of the DOE’s Division of Equity and Access, the Project Manager is responsible for the planning and management of each work stream associated with the NYC Summer Learning Initiative including, but not limited to, the Summer Learning Pilot, Assessment and Formative Evaluation, Capacity Building and Dissemination of Best Practices. The Summer Learning Pilot will take place at a minimum of six sites in Community School Districts 7, 9, and 12. The Pilot will provide academic and enrichment services for five weeks during the summer to students entering grades 1, 2, and 3 and entering grades 6, 7, and 8, and will be delivered in partnership with local community-based organizations (CBOs).

Reports to: Executive Director for Strategic Initiatives, DOE Office of the Deputy Chancellor for Equity and Access.

Key Relationships:

- Works closely with the principal, supervisors, and instructional coach of each school/CBO partnership participating in the Summer Learning Pilot Program;
- Works closely with DOE curriculum specialists in the design and implementation of the Summer Learning Pilot Program framework;
- Works closely with DOE and DYCD staff serving on the internal Summer Learning Initiative working group;
- Works closely with FPS staff responsible for contracts, provider payments, and programmatic/financial reporting; and
- Works closely with members of the Summer Learning Initiative Task Force, including key stakeholders such as funders and partner nonprofit organizations.

Responsibilities:

Overall Initiative

- Coordinates and oversees all aspects of the Summer Learning Initiative;
- Monitors the Summer Learning Initiative scope, timeline, and budget to ensure consistency with the overall project goals, timelines, schedules and deliverables;
- Coordinates, plans, and supports the engagement of an external research partner in a formative evaluation of the Summer Learning Initiative;
- Facilitates the work of the Summer Learning Initiative working group and Task Force;
- Maintains good communication with key staff from DOE (various divisions), DYCD, FPS, and school/CBO partnership leadership and staff; and
- Prepares materials and reports.

Summer Pilot Program:

- Supports each school/CBO partnership participating in the Summer Learning Pilot Program and provides direction on the pilot framework, implementation strategies, scheduling and resource distribution;
- Trouble-shoots operations-related issues as needed (e.g., regarding student transportation, use of facilities, safety and security of buildings, etc.);
- Assists with coordination and administration of Summer Learning Pilot Program assessments (including pre- and post-testing of treatment and control groups); and
- Monitors day-to-day implementation of the sites and real-time data.

Work Schedule - Consultant:

- Position will start immediately upon hire and will continue through the close-out of Year One of the Summer Learning Initiative (likely October 2012).
- Total work hours not to exceed 600 hours.
- Work Hours: 1) February 2012 – June 2012 (planning and development)
Flexible, part-time availability
- 2) July 2012 – August 2012 (pilot program implementation)
Required, full-time availability during implementation of pilot program
- 3) September 2012 – October 2012
Flexible, part-time availability
- This position is grant-funded and may be renewed for Years Two and Three of the initiative, contingent upon available funds and performance.

Qualification Requirements:

Minimum:

- A master's degree from an accredited college in a field related to the position and five (5) years of full-time satisfactory professional experience in education administration, public administration, or non-profit management in one or more education-related areas, at least eighteen months (18) of which must have been in a managerial capacity.
- Minimum of five (5) years experience supervising a team of staff and demonstrated leadership, accountability, and outcomes management ability, preferably in program implementation involving multiple locations and/or agencies.

Preferred:

- Strong operations mindset and demonstrated experience implementing programs or projects with extreme complexity, preferably in the education and nonprofit sectors involving summer programming.
- Ability to be detail-oriented while also keeping an eye on the larger vision and program goals.
- Ability to manage the work of others, coordinate activities and resources, and prioritize responsibilities.
- Strong leadership skills, including motivation, decisiveness, flexibility and sound business judgment.
- Ability to communicate clearly and persuasively, both verbally and in writing.
- Excellent interpersonal skills and effective planning and problem solving skills.
- Familiarity with DOE systems (e.g., transportation, facilities, attendance reporting, etc.).

Compensation: Hourly/day rate commensurate with experience. As this is a consultant position, no additional payments will be provided for benefits.

The Fund for Public Schools is an Equal Opportunity Employer. Candidate should be prepared to begin work within a relatively short period of time.

Please send your cover letter and resume to JobsOSP@schools.nyc.gov with the subject heading "Summer Learning Project Manager."