Every school . . . safe, supportive, engaging, and inspiring.

About Center for Supportive Schools (CSS)

The Center for Supportive Schools (CSS, formerly Princeton Center for Leadership Training) advances the efforts of schools across the country to develop all students into leaders who help make their schools *safer, more supportive, engaging, and inspiring.* CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Our work directly addresses *disengagement from school,* a root cause of students dropping out of school and other high-risk behaviors for students in urban, suburban, rural, economically disadvantaged, or more affluent communities.

Since 1979, CSS has partnered with 350 schools and our work has touched 350,000 students, educators, and parents. CSS partners with schools to help overcome disengagement by *engaging all members of the school community in the relationships and meaningful dialogue necessary to effect substantial and sustainable change in all students' school experiences.* We accomplish this through a thoughtful and collaborative planning, teambuilding, and training process with school leadership and other stakeholders; an intensive train-the-trainer strategy; user-friendly, rigorous, and relevant curricula; on-site technical assistance; fidelity monitoring; and program evaluation. CSS offers a wide variety of solutions, such as:

- *Peer Group Connection (PGC):* an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.

- *Teen Prevention Education Program (Teen PEP):* an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.

- *Student & Family Advisory (SFA):* a research-based school-wide practice that provides all students in middle and high school with the support they need to feel attached to school, to succeed in school, and to graduate ready for the rigors of college and high quality careers.

- *Achievement Mentoring (AM):* a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors, improve academics, and reduce school dropout among at-risk students.

- *Campaign Connect/Community Schools:* a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.

- *Customized solutions:* CSS also creates customized solutions in response to specific needs of schools. We have designed custom solutions for over 150 public and private schools throughout the United States.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures. For more information about CSS, visit: www.supportiveschools.org.

Position Description

Title: Project Manager-NYC

General Position Description: The full-time Project Manager-NYC is responsible for the day-to-day management of a portfolio of CSS's leadership solutions throughout New York City. The Project Manager will be responsible for building and maintaining relationships with partner schools and providing technical assistance and coaching to teams of administrators and faculty to plan for successful program implementation. The Project Manager will assist schools in developing implementation action plans, troubleshooting implementation obstacles, and planning for program sustainability. S/he will track individual school progress, collect school data, and support program evaluation activities. Additional responsibilities include assisting with recruitment of partner schools and facilitating at training conferences to prepare school faculty to effectively train student peer leaders to work with younger peers. Initially, the Project Manager will support CSS's Peer Group Connection (PGC) solution. Over time, s/he may support any or all of CSS's leadership solutions operating in New York City. The Project Manager will ensure that CSS's New York City-based programming is offered at exceptional levels of quality.

Position Responsibilities:

- Build and maintain relationships with partner schools
- Coordinate, plan, and facilitate on-site and phone technical assistance meetings with administrators, faculty, and staff to plan for program implementation, problem-solve implementation obstacles, and ensure program sustainability
- Identify technical assistance needs of partner schools, develop technical assistance calendar, and ensure necessary consultation has been provided to each school
- Maintain regular contact with partner schools to track implementation progress
- Collect program implementation data and student demographic data from each school
- Interface with partner schools to ensure compliance with research protocols and assist with evaluation activities
- Build and maintain collaborative working relationships with other NYC-based organizations in support of CSS's work
- Facilitate at training events and conferences, as needed
- Other responsibilities, as needed

Candidate Qualifications

The ideal candidate will demonstrate extensive knowledge of and experience working in New York City public schools; exceptional abilities to problem-solve, plan, and prioritize; a "roll-up-your-sleeves" entrepreneurial, startup attitude; knowledge of and experience working in education reform and student support services; proven ability to work in a fast-paced environment managing multiple projects; and demonstrated high level interpersonal and cross-cultural skills, including the ability to build relationships internally and externally and to manage effective teams.

Education: A bachelor's degree is required.

Professional Experiences and Personal Qualities/Skills:
- Excellent listening, writing, and speaking skills
- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- Ability to gather, analyze, synthesize, and communicate information from various sources

- Strong public speaking and group facilitation skills
- Knowledgeable in issues related to K-12 schools and education reform
- Knowledgeable in student support services
- Ability to obtain and utilize client data to drive decisions
- Demonstrated ability to work independently and collaboratively
- Flexibility, resourcefulness, and willingness to work evenings and weekends when required for successful and timely completion of projects
- Ability to use discretion and judgment in handling confidential and sensitive information
- Knowledge of and an enthusiastic commitment to the organization's mission, solutions, and offerings
- Experience with school-based program evaluation
- Program implementation experience preferred
- Knowledgeable in technology
- Remarkable references

Supervisor: Alison Fedyna, Senior Program Manager

Location: The Project Manager-NYC will be based in New York City. Frequent travel throughout New York City and occasional travel to CSS's main office, located in Princeton, New Jersey, will be necessary.

Schedule and Salary: The anticipated starting date for this position is May 2017. The salary is competitive and based upon experience.

To Apply

Interested applicants are requested to *apply immediately* by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply. NYC Department of Education fingerprinting and background clearances will be required.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.