



# POSITION ANNOUNCEMENT: Project Director-NYC

*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](http://www.supportiveschools.org).

## Position Description

**Title:** Project Director-NYC

**General Position Description:** The full-time Project Director-NYC is responsible for the day-to-day management of a team of Project Managers, supporting a portfolio of CSS's leadership solutions throughout New York City. The Project Director will provide strategic leadership and a vision for growing CSS solutions throughout New York City. The Project Director will support development and continuous improvement efforts in service of expanding and strengthening CSS's impact on youth and will ensure that CSS is providing the highest quality of service in support of schools throughout New York City. Responsibilities will include but will not be limited to the following focus areas:

- **Team Management:** The Project Director will be responsible for effectively managing a team of Project Managers, including facilitation of weekly team meetings. The Project Director will build and maintain strong relationships with and among team members and provide ongoing direction to support continuous improvement of excellent service provided to schools. This support will include the ongoing creation and adaptation of tools and systems to support efficient and successful team functioning.
- **Individual Coaching and Management:** The Project Director will supervise individual Project Managers in their support of partner schools implementing CSS solutions. This support will include joining Project Managers as they provide technical assistance and coaching to teams of administrators and faculty to plan for successful program implementation. The Project Director will assist Project Managers in working with schools to develop implementation action plans, troubleshoot implementation obstacles, and plan for program sustainability. S/he will support Project Managers in tracking individual school progress, collecting school data, and supporting program evaluation activities. The Project Director will ensure that CSS's New York City-based Project Managers are offering schools support at exceptional levels of quality.
- **Grant Management and Evaluation/Research Oversight:** The Project Director will support grant management activities, ensure grant deliverables are provided, and obtain data from partner schools for grant reporting. The Project Director will be responsible for the oversight and direction of CSS's evaluation and research activities in New York City, including direction of New York City-based rigorous evaluation studies.
- **School Support:** The Project Director will be responsible for providing direct technical assistance support to a portfolio of partner schools implementing CSS's solutions.
- **Training Facilitation:** The Project Director will play a lead role facilitating at training conferences designed to prepare school faculty to effectively train student peer leaders to work with younger peers and in school-based trainings to prepare adult mentors to work with high-need student mentees.
- **Development and Marketing Support:** The Project Director will assist with recruitment of partner schools and other business development efforts in New York City.

### Detailed Position Responsibilities:

- Provide supervision to team of Project Managers
- Facilitate weekly Project Management team meetings
- Create and/or adapt tools and systems to support effective project management and implement continuous improvement practices
- Build and maintain relationships with partner schools

- Support Project Managers in mastering the following skills and competencies:
  - Coordinate, plan, and facilitate on-site and phone technical assistance and consultation meetings with administrators, faculty, and staff to plan for program implementation, problem-solve implementation obstacles, and ensure program sustainability
  - Identify technical assistance and consultation 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
- Serve as a lead facilitator at training events and conferences
- Support school partner recruitment and other business development and marketing initiatives in New York City
- 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 coach and lead individuals and manage effective teams, 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.

**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:** Erin O'Leary, Managing Director, Operations and Executive Director, New York City

**Location:** The Project Director-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 August 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](mailto: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.*