Job Title: CUNY Start Cooperating Reading/ Writing Teacher (Continuing Education Teacher – Hourly)

The CUNY Office of Academic Affairs and participating CUNY colleges work collaboratively to provide students with an innovative approach to developmental education through the CUNY Start Reading/Writing program.

CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development, and mentor-based training model. CUNY Start is an intensive program for incoming college students who have earned either a high school or high school equivalency diploma but need to increase their academic proficiency in reading, writing, and mathematics prior to enrollment in college credit classes.

CUNY Start programs are currently located on eight CUNY campuses: Borough of Manhattan Community College, Bronx Community College, College of Staten Island, Guttman Community College (Math Start only), Hostos Community College, Kingsborough Community College, LaGuardia Community College, Medgar Evers College, New York City College of Technology (Math Start only), and Queensborough Community College. Additional information about CUNY Start can be found at www.cuny.edu/cunystart.

CUNY Start Cooperating Reading/Writing Teacher

Key duties include the following:

- Work under the guidance and leadership of the Lead Teacher;
- Study lesson plans thoroughly in advance of all classes;
- Observe classes and assist the Lead Teacher in and outside of the classroom;
- Assist students as they plan, revise, and edit essays, and respond to student writing with suggestions for revision;
- Guide small student group interactions;
- Lead classroom activities of increasing length over the course of the training semester;
- Attend and participate in regular professional development meetings;
- Assist in student conferences, orientation, testing, and recruitment;
- Attend and participate in team meetings with advisors and teachers;
- Other related duties as assigned.

A candidate hired to teach CUNY Start classes will first be assigned as a CUNY Start Cooperating Teacher in the hourly Continuing Education Teacher (CET) title. After successful completion of at least one full semester of service as a Cooperating Teacher, the CET CUNY Start Cooperating Teacher will be eligible to be considered for appointment to the full-time CUNY Start Instructor title as either a CUNY Start Core Teacher or a CUNY Start Support Teacher to the extent that vacancies are available.

Qualifications:

- Bachelor's degree required; Master's degree preferred;
- Willingness to travel to multiple campuses after the initial training semester; consideration will be given to candidates who can travel to Brooklyn and Queens.
The preferred candidate will possess the educational and professional qualifications appropriate to the teaching assignment as indicated below:

- Four years of teaching experience in adult education, developmental skills, or related discipline strongly preferred;
- Experience working with diverse learners;
- Strong written and interpersonal communication skills;
- Proactive and detail oriented with strong organizational skills;
- Ability to work effectively as an individual contributor and team member;
- Ability to receive and incorporate feedback quickly;
- Computer proficiency using standard academic, administrative and office software programs/applications;

**Compensation:**

$36.64 per hour; approximately 25 hours per week, depending on holidays and campus calendar; Monday – Friday in daytime programs; Monday-Thursday in afternoon/evening programs. Appointment period: approximately six (6) months from appointment date; a maximum of 530 hours for a full six-month appointment.

Cooperating Reading/ Writing Teachers who successfully complete at least one semester of service in either the CUNY Start or Math Start program are eligible to apply for appointment as a Core or Support Teacher in the CUNY Start or Math Start program, to the extent vacancies are available. The Core positions in CUNY Start are annualized full-time Instructor positions. The Core and Support positions in Math Start are 6-month Continuing Education Teacher positions.

To apply, submit all of the following items to the email below in PDF or Word format only:

- A cover letter and current resume;
- A copy of a reading/writing lesson plan that reveals some element of your teaching and learning values;
- A list of all CUNY Start campuses where you are willing to work, indicating your top 3 choices for campus placement. Also, indicate whether you prefer a day or afternoon/evening program (Monday-Thursday) and/or your willingness to work in either program.

Please note that we cannot guarantee an applicant’s preferred campus or schedule, but we try to accommodate an applicant’s request whenever possible in alignment with program needs. Schedule options are subject to change.

Application email: cunystart@cuny.edu

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.