

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE NO.: 12627
OFFICE TITLE: ABE/GED Staff Developer/Program Monitor	SALARY: \$68,466- 88,649 \$59,536 if less than two years of City service
DIVISION/WORK UNIT: Literacy Unit	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 hours per week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. DYCD is seeking to hire a professional to serve as Staff Developer /Program Monitor for its Literacy Programs Unit.

Under the supervision of the Literacy Unit Deputy Director, with great latitude for independent initiative and judgment, the Staff Developer/Program Monitor for adult basic education (ABE) and General Educational Development (GED) Tests Preparation will be responsible for assisting in the implementation and on-going support of various literacy-focused programming, with a primary emphasis on programs providing ABE and/or GED Tests Preparation- high school equivalency instruction

Major Duties and Responsibilities

- Development of literacy programming for programs serving disconnected youth and adults that integrates educational activities with job readiness/ job training, continuing education (i.e. enrollment in community college), and other “next step” activities.
- Provide staff development and technical assistance (including model lessons, curriculum development and demonstration classes) to instructional staff from funded literacy programs, with topics based on a needs assessment derived from surveys, site visits, program observations, and meetings with key community based organization (CBO) personnel.
- Monitor programs through regular on-site visits that include: class observations, records review, etc. to determine adherence to established standards.
- Remains abreast of latest research findings in the field of literacy by doing periodic research and maintain membership/contact with leading professional organizations, universities, fellow agencies, etc.
- Participate in and facilitates other unit and agency projects, as appropriate.

PREFERRED SKILLS:

- Demonstrated background and expertise in literacy/ adult basic education/ GED programming.
- Three to five years of experience in education (preferably providing ABE and/or GED instructional services).
- Demonstrated experience in program evaluation and professional development
- Possess strong communication and analytic skills (both written and verbal);
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access).

MINIMUM QUALIFICATIONS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

**.APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NYC RESIDENCY REQUIRED WITHIN NINETY (90) DAYS OF APPOINTMENT**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:
Karen Alexander, Assistant Commissioner
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail
Opportunities@dycd.nyc.gov

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 04/03/09	POST UNTIL: Filled	JVN #: 261-09-035
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The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.