



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street, New York, NY 10003
Phone: (212) 533-5300
www.cb3manhattan.org – mn03@cb.nyc.gov

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

JOB DESCRIPTION

Overview

Manhattan Community Board 3 is seeking a research consultant to complete a new position paper detailing the need for construction of a new public school building at Essex Crossing, a 1.65 million square-foot development on the Lower East Side of Manhattan within Manhattan Community District 3 (CD 3). This paper will be used by the board to advocate for construction of the new school building.

Scope of Work

A previous position paper in 2014 included a planning and demography study in the district and argued for the need for a school at Essex Crossing in light of a projected population shift and increased demand for school seats. As part of the Essex Crossing agreement, the City of New York has set aside land on one of the sites until 2023 for a potential school, although they have not agreed to build one at this time. As demographics have changed since 2014, this paper should re-establish and redefine the need for a school and make recommendations to the Community Board on potential next steps. The paper should build on findings from 2014 that identified lack of accessible facilities, inadequate and old facilities, and school co-location issues, and draw new conclusions based on a broader socioeconomic profile of students and families living in the district, with the primary focus being school equity.

The consultant will:

- research and analyze quantitative data and demographics
- interview stakeholders such as parents and public school education leaders to gather and analyze qualitative information
- periodically attend Health, Seniors, & Human Services / Youth, Education & Human Rights committee meetings during evening hours to present progress reports and receive comment/feedback
- produce an approximately 7-8 page report including appendices that defines and justifies the need for a new school, and a one-two page summary document.

The consultant will report directly to the District Manager.



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Qualifications

- Masters Degree in Social Science, Education Policy, Research and Evaluation, or related area; or equivalent work experience
- Experience with quantitative data analysis and qualitative research methods
- Experience with or knowledge of the New York City public school system
- Know how to use publicly available data about NYC schools, buildings, community demographics-census related data sources
- Knowledge of Manhattan Community District 3 preferred
- Exceptional writing and analytical skills
- Ability to work well independently and in team environment
- Commitment to excellence, accuracy, and attention to details

To apply

Send cover letter and resume to:
Jim Shelton, Assistant District Manager
Jshelton@cb.nyc.gov

With cover letter, please submit plan/timeline to implement project with estimated amount of time needed. Compensation is \$25.00 / hour.