

PROGRAM MANAGER

The University of the State of New York – Regents Research Fund received a grant from the Carnegie Corporation of New York to develop and implement a Performance Assessment Networks (PAN) pilot program.

PROGRAM DESCRIPTION: The New York State Education Department (NYSED) will partner with distinguished researchers and other stakeholders to determine the conditions under which performance-based assessment approaches can be adapted and implemented in a diverse range of public middle schools, high schools, and districts, and what supports and other factors appear most important to ensure positive outcomes for all students in a performance-driven system of instruction. In addition to providing evidence to guide NYSED’s reimagining of the pathways to high school graduation, the pilot will support the Department’s efforts to promote equity of opportunity and outcomes and to better align K–12 learning with higher education and careers.

POSITION DESCRIPTION: The Regents Research Fund is seeking a Program Manager to oversee the administration of this grant. This is a temporary position based in Albany or New York City, with partial telecommuting permitted, and the expectation that the Program Manager will be present at the NYSED offices in Albany a minimum of two days per month. Some travel required.

Under the supervision of the Special Advisor to NYSED’s Executive Deputy Commissioner, the Program Manager will help to ensure a successful launch of the PAN pilot program; administer program activities and communications; monitor milestones and deadlines; and oversee program data collection, recordkeeping, and reporting.

DUTIES of this position include but are not limited to:

- Develop and manage a grant project workplan;
- Coordinate planning and design processes, including assembling an advisory board and convening experts—virtually and/or in person—to provide input on program design and criteria for selecting participating schools;
- Develop and implement basic communication plans, in coordination with NYSED communications office, and facilitate clear and timely communication among internal and external grant stakeholders;
- Design and disseminate application materials, create and train selection team, and coordinate process for selecting participating schools and partner schools;
- Coordinate planning and implementation of professional learning events;
- Collaborate with NYSED data staff to establish and implement data collection process and manage data generated by pilot program;
- Coordinate logistics for meetings, school visits, and convenings;
- Maintain program records and draft reports and applications for continued/additional funding;
- Make presentations on grant activities to internal and external stakeholders;
- Facilitate attainment of grant performance measures; and
- Other grant-related tasks as needed.

QUALIFICATIONS

Ideal candidate will possess a bachelor’s degree, strong written and oral communication skills, and 5+ years of professional experience in education and/or project management. Two years of this experience should include:

- project management in education; or

- development and/or implementation of professional development programs and events for educators at the secondary level; or
- implementation or leadership of inquiry-based learning, career and technical education, competency-based instruction, culturally responsive-sustaining education, or performance assessment in the middle school or high school context.

Candidates should be proficient in Microsoft Word, Excel, and PowerPoint, as well as Google Forms and cloud-based document collaboration.

Preference may be given to candidates who possess:

- experience managing grant-funded projects;
- experience managing educational research projects; and/or
- professional certification, master's degree, or doctorate in a relevant field.

COMPENSATION will be commensurate with experience and qualifications. A comprehensive benefits plan is included.

TO APPLY: Please e-mail a cover letter and resume to USNYRRF@nysed.gov. Subject line must read: Program Manager. Applications will be accepted until the position is filled.

The USNY Regents Research Fund is strongly committed to the principle of equal opportunity for all individuals. The Fund will make all employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law.