

## **CUNY Start Support Teacher for Reading/Writing at The City University of New York Queensborough Community College**

CUNY Start is an intensive program for incoming college students who have earned a high school or high school equivalency diploma, and need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, the University's community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and mentor-based training model.

CUNY Start offers daytime and evening/afternoon programs that serve full-time and part-time students. CUNY Start programs are located on nine CUNY campuses: Borough of Manhattan Community College, Bronx Community College, College of Staten Island, Guttman Community College, Hostos Community College, Kingsborough Community College, LaGuardia Community College, Medgar Evers College, and **Queensborough Community College**.

The CUNY Start Support Reading/Writing (“Support”) Teacher is an instructor who has been trained in the CUNY Start Reading and Writing (“R/W”) curriculum and/or possesses a clear understanding of the program’s pedagogical approach to supporting CUNY Start students’ academic and social readiness for college-level work. The CUNY Start Support Teacher reports to the CUNY Start Director at his or her primary campus.

### **Responsibilities:**

Under the supervision of the Program Director, Support Teachers will:

#### **Instruction & Support**

- Assist Lead and Core Teachers in planning lessons and working with students;
- Facilitate small group student interactions;
- Assist students as they plan, revise and edit essays;
- Respond to student writing with suggestions for revisions;
- Assist in and/or deliver CUNY Start curriculum in a well-managed classroom that engages students in a manner that is consistent with CUNY Start approach to support student learning and academic development;
- Provide individual and small group assistance to students outside of class, as appropriate;
- Commit to filling in for Core and Lead Teachers at designated campuses when needed;
- Take over classroom instruction if Core and/or Lead Teacher is not be able to complete the semester;
- Cover classes at additional (non-designated) campuses if emergency needs arise;

- Other related duties as required.

### **Guidance to Writing Assistants**

- Guide Writing Assistants to work with individual and small groups of students, as needed;
- Confer with Writing Assistants on areas of need for individual students.

### **Collaboration**

- Participate, as required, in weekly meetings with campus team – Advisor, Math Teacher, and R/W teacher – to discuss student concerns and to make collaborative program decisions;
- Attend and participate in professional development meetings organized by CUNY Start’s R/W Curriculum and Professional Development team;
- Prepare for, take part in, and help run orientation, student conferences, portfolio evaluation, and recruitment;
- Other related duties as required to support the college success of CUNY Start students.

### **Requirements:**

- Clear understanding of CUNY Start R/W curriculum, pedagogical values and approach, and other aspects of the CUNY Start program;
- Teaching experience, which can include at least one semester as a Cooperating R/W Teacher in CUNY Start;
- Ability to travel to multiple CUNY Start campuses throughout New York City;
- Bachelor’s degree minimum, master’s degree preferred.

### **Employment:**

- Approximately 25-30 hours weekly;
- \$37.75 per hour;
- Includes family health benefits and optional pension plan;
- Appointment period: approximately six months from appointment date with the possible opportunity for renewal at the end of the period;
- Successful Support Teachers may be eligible for Core Teacher positions the following semester.

### **To apply, submit the following items:**

1. A copy of a reading/writing lesson plan that reveals some element of your teaching and learning values.
2. A cover letter and resume.
4. Send all materials to Elizabeth Rodríguez at [cunystart@cuny.edu](mailto:cunystart@cuny.edu), with “QBCC Support Reading/Writing Teacher” in the subject line of your email.

Additional information about CUNY Start can be found at [www.cuny.edu/cunystart](http://www.cuny.edu/cunystart).

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.