CUNY Start Core Reading/Writing Teacher at The City University of New York
Guttman Community College

CUNY Start is an intensive program for incoming college students, who have earned either 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, the College of Staten Island and Medgar Evers College 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.

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

CUNY Start offers daytime and afternoon/evening 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.

Responsibilities:
Under the supervision of the Program Director, Core Teachers will:

Instruction
- Teach two CUNY Start R/W classes of approximately 25 students each, or 50 students per semester, using the CUNY Start R/W curriculum;
- Teach CUNY Start curriculum in a well-managed classroom that engages students in a manner that is consistent with CUNY Start’s pedagogical approach(es);
- Comment on student papers to encourage development and revision;
- Provide individual and small group assistance to students outside of class, as appropriate.

Guidance to Writing Assistants
- Refer appropriate students to CUNY Start Writing Assistants for individual support during and outside of class;
- Provide guidance on areas of need for individual students;
- Coordinate Writing Assistant’s schedule to ensure appropriate services and supports are in place for students;
- Advise Writing Assistant in his/her work responding to student writing;
- Provide written and verbal feedback about the Writing Assistant’s progress to the R/W Curriculum and Professional Developers and Program Director.
Collaboration

- Participate in weekly meetings with the advisor and math teacher to discuss, as needed, program-related issues as well as students’ strengths and challenges and to make collaborative decisions regarding these matters;
- Work collaboratively with a Support Teacher, if applicable;
- Attend and participate in professional development meetings facilitated by CUNY Start R/W Curriculum and Professional Development team;
- Prepare for, take part in, and help run orientation, student conferences, portfolio evaluation, and recruitment, as appropriate;
- Other related duties as required to support the college success of CUNY Start students.

Requirements:

- Thorough understanding of CUNY Start R/W curriculum, pedagogical approach, and other aspects of the CUNY Start program;
- Experience working in CUNY Start preferred;
- Bachelor’s degree minimum, master’s degree preferred;
- Ability to receive and incorporate feedback;
- Excellent communication and organizational skills;
- Ability to collaborate in various team settings while also working independently; □ Experience working with diverse, urban populations preferred.
- Strong desire to be part of dynamic and developing college transition program.

Employment:

- The Core Teacher may work at any one of nine CUNY Start campuses during the day or afternoon/evening program.
- Approximately 30 hours weekly;
- $37.75 per hour;
- Includes family health benefits and optional pension plan;
- Appointment period: approximately six months from appointment start date with the possible opportunity for renewal at the end of the period.

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
3. A list of all CUNY Start campuses where you are willing to work, indicating your top 3 choices for campus placement. Also note whether you prefer a day or afternoon/evening program and your willingness to work in either program. Please note that we cannot guarantee an applicant’s requested campus or schedule as a placement, but we will try to accommodate an applicant’s request whenever possible.
4. Send all materials to Elizabeth Rodríguez at cunystart@cuny.edu, with “Core Reading/Writing Teacher” in the subject line of your email.

Additional information about CUNY Start can be found at 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.