

Director of School Support - NYC Internationals Network Schools

Internationals Network is currently seeking passionate, skilled and committed educators to join our team for a full-time position as **Director of School Support for New York City (DSS-NYC)**.

Who We Are

[Internationals Network](#) is the only school development and support organization that specifically addresses the educational needs of immigrant and refugee students. Our mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative public secondary schools, while broadening our impact by sharing proven best practices and influencing policy for Multilingual Learners (MLLs) nationally. We partner with public schools, districts, community organizations, and others to design, open and support schools and provide professional development and resources to educators.

What You'll Do

As the **Director of School Support-NYC**, you will be responsible for leading planning, and overseeing execution of a comprehensive set of school supports for our network of 15 International high schools and one middle school in New York City. Services are both grant-funded and fee-for-service initiatives for schools affiliated with Internationals Network and, as needed, other public middle and high schools in New York City. Services include leadership development and coaching, professional development and other instructional and structural supports. DSS-NYC also serves as Internationals Network's liaison to the district officials including the Superintendent, Affinity Field Support Center staff, and other partners. The DSS-NYC collaborates with other members of the school support team to strategically align services with the needs of schools. Additional duties include supporting development of grant proposals and budgets, executing contracts, and conducting ongoing assessment of services provided to schools to ensure high quality. The Director of School Support-NYC will report directly to the Senior Director of Programs and will work collaboratively with the other members of the program and management teams.

Specific responsibilities include:

- Support development of strong instructional programs in Internationals Network NYC schools by working directly with school leaders and other staff, district leaders and staff;
- Oversee and coordinate services to schools including instructional coaching, workshops, school feedback processes, intervisitations, conferences and institutes, and strategic planning;
- Collaborate with Internationals Network staff to further develop their capacity to deliver high quality, strategically aligned services to schools;
- Liaise with key NYCDOE leadership including the Affinity HS Superintendent, Affinity Schools NYCDOE Citywide Office, and other NYCDOE staff to coordinate supports
- Coordinate delivery of school support services to schools and academies including:
 - Leadership Development: Leadership Coaching, Goal Setting
 - Professional development: Instructional Coaching, Workshops
 - Network Collaboration: Intervisitations, Conferences, network meetings
 - Impact Assessment: Observations and Walkthroughs and use of multiple types of data for feedback and program planning

- Strategic planning for long-term stability and excellence of each school.
- Monitor grant-funded and contracted services, budgets and impact;
- Collaborate with the Director of Research and Innovation to strategically use varied forms of data or impact assessment and planning of school supports;
- Collaborate with the Director of School Development to support the development of new schools within NYC (as needed);
- Sustain and grow programs by crafting proposals, creating budgets, negotiating and executing contracts, managing service delivery, and conducting ongoing assessment of services provided to schools to ensure high quality and student success.
- Participate in periodic peer inquiry discussions with other Internationals staff.

What You Bring

Internationals Network is looking for committed, experienced educators from diverse backgrounds and experiences who are inspired by our mission and are highly motivated to improve education for immigrant and refugee MLLs. You'll be right at home if you are passionate about issues related to immigration, are a creative thinker and a team player, and are a great communicator looking to improve your own professional practice by working collaboratively.

We expect the Director of School Support to:

- Have leadership and coaching skills, bringing a track record of successfully coaching school leaders; leadership experience in NYCDOE public schools is strongly desired.
- Be grounded in secondary school practice, with professional experience working at, serving and supporting secondary public schools;
- Know the specific strengths, needs and challenges facing MLLrs, drawing on minimum of 5 years experience working with MLLs, teachers of MELLs, school leaders and/or district leaders;
- Know current research and practice, with a Master's Degree in education, and school leadership certification;
- Be a skilled manager, with strong project management, program planning and implementation skills;
- Be a strategic planner with a keen ability to position services to achieve the greatest impact and strategically plan differentiated support services with school/district partners;
- Be committed to collaboration, with strong interpersonal skills and ability to build relationships on behalf of the organization;
- To work collaboratively with wide variety of staff members in support of our mission;
- To collect, analyze, and report data to drive program development and improvement;
- To communicate in an effective and compelling manner both orally and in writing;
- Have experience planning meetings, conferences, and events of varying sizes;

Benefits and Salary

- Salary for this position is competitive and depends on prior experience.

Interested candidates should submit a cover letter and resume via email to resume@internationalsnetwork.org. NO PHONE CALLS PLEASE.