

Director of School Support for New York City

Internationals Network is seeking a passionate, skilled and committed educator to join our team for a full-time position as **Director of School Support for New York City (DSS-NYC)**. The **DSS-NYC** leads Internationals Network's efforts to support its 16 secondary schools in NYC and serves as the organization's primary liaison to its schools and district partners.

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 targeted and network-wide school supports for 15 International high schools and one middle school in NYC, all of which are NYCDOE schools. You will plan and oversee services including coaching of school leaders, instructional coaching, and professional development for teachers and other school staff. You will also serve as Internationals Network's liaison to the NYCDOE district officials including the Superintendent, Affinity Citywide Office staff, and other partners. As the DSS-NYC, you will also collaborate with other members of Internationals' school support team to strategically align network-wide services, including inter-school visitations, cross-school committee meetings, and professional development institutes, with the needs of schools. You will strategically use varied forms of data to understand school needs, plan services, and contribute to continuous improvement efforts. Additional duties include supporting development of grant proposals and contracts and conducting ongoing assessment of services. The Director of School Support-NYC reports directly to the Senior Director of Programs and collaborates closely with the other members of the Internationals Network staff.

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
- Plan and oversee services including instructional coaching, professional development workshops, school feedback processes, intervisitations, conferences and institutes
- Liaise with key NYCDOE leadership including the Affinity HS Superintendent, NYCDOE Affinity Schools Citywide Office, and other NYCDOE staff on behalf of network schools
- Supervise and support Internationals Network school support team to further develop their capacity to deliver high quality, strategically aligned services to schools
- Plan and facilitate monthly principal and assistant principal meetings for network schools
- Plan and facilitate "critical friends groups" for network school leaders

- Develop school engagement plans to provide direct support, including leadership coaching and strategic planning for school leaders
- Support growth and development of programs by contributing to crafting of grant proposals and contracts as well as project budgets
- Collaborate with the Director of Research and Innovation to strategically use varied forms of data to conduct ongoing assessment of services for continuous improvement
- 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)
- Monitor grant-funded and contracted services, budgets and impact

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 education and immigration, are a creative thinker and a team player, and are a great communicator looking to improve your own professional practice by working collaboratively with a highly committed team.

We expect the Director of School Support to:

- Be fully committed to Internationals Network's mission and educational equity for MLLs
- Have school leadership experience in NYCDOE public schools (strongly desired) and experience working with district staff
- Have leadership coaching skills and a track record of successfully coaching school leaders
- Be grounded in secondary school practice, with professional experience working in, serving, and supporting public secondary schools
- Possess a deep understanding of the specific strengths, needs and challenges of MLLs, including a minimum of 5 years experience working with MLLs, teachers of MLLs\
- Know current research and practice, with a Master's Degree in education
- 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 a wide variety of staff members and external partners
- To collect, analyze, and report data to drive continuous 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.