



REGENTS  
RESEARCH  
FUND

**PROJECT COORDINATOR FOR  
CULTURALLY RESPONSIVE EDUCATION**

Location: New York City

The University of the State of New York- Regents Research Fund (USNYRRF), a corporation registered as a 501(c)(3) not-for-profit corporation, is seeking a PROJECT COORDINATOR for Culturally Responsive Education. This position will focus on promoting culturally responsive education in New York State and will work closely with The New York State Education Department's Office of P-12 Education. The goals and projects of USNYRRF are accomplished through the work of the State Education Department (SED). The duties include, but will not be limited to, the following:

- Engage with multiple stakeholders from across New York's education spectrum to gather input on culturally responsive education and district and school needs related to cultural responsiveness;
- Develop guiding principles and a framework for culturally responsive education in collaboration with stakeholders through multiple interactions and rounds of review;
- Develop and manage an implementation plan for release of the culturally responsive framework to ensure that all stakeholders have access to and understand the material;
- Assist in the development and coordination of a professional development plan for SED staff, educators, parents, teachers, and others to introduce them to the new principles and framework and take a lead role in training stakeholders on how to embed cultural responsiveness in everyday district and school activities;
- Work with the State Education Department's Communications Office on communication materials to launch and promote the culturally responsive framework and associated activities;
- Ensure that language in messaging, including website text and talking points for the Commissioner and other high-level staff, is culturally responsive; and
- Work with the State Education Department's P-12 Education office to design and maintain a page on EngageNY.org for parents with links and resources on culturally responsive education.
- Occasional travel will be required.

**QUALIFICATIONS:**

- Advanced degree (Master Degree, Ph.D. or A.B.D.) in Education, Educational Psychology, Culture, or a related field is required;
- Demonstrated knowledge of current practices in culturally responsive pedagogy required;
- Demonstrated project management experience required;
- Strong computer skills (proficiency with Microsoft Excel, ability to use HTML email templates, ability to extract basic database reports);
- Strong written and oral communication and presentation skills; and strong organizational skills and attention to detail.

**COMPENSATION:** Compensation will be commensurate with experience and qualifications. A comprehensive benefits package is included.

Qualified candidates should send a resume and letter of interest to: [USNYRRF@nysed.gov](mailto:USNYRRF@nysed.gov) Subject line should read: Project Coordinator for Culturally Responsive Education. Applications will be accepted until the position is filled.

*USNYRRF is strongly committed to the principle of equal opportunity for all individuals. USNYRRF 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.*