ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Resource Specialist (part-time - 25 hours)
*This is a grant funded position; Continuation is contingent upon grant funding.

DEPARTMENT: Graduate School of Education

RESPONSIBILITIES:
The part-time (25 hours per week), NYC Regional Community Schools Technical Assistance Center Resource Specialist, under the supervision of the Director, will provide customized technical assistance and professional development as identified through the NYC TAC’s Regional needs/resource assessments.

The Resource Specialist will:
- Work with the director and sub-contractors in identifying and evaluating New York City School Districts’ needs.
- Develop and Implement with sub-contractor(s) (4) in-person FULL DAY professional development sessions located in each of New York City’s 5 boroughs (Brooklyn/Staten Island, Manhattan, Bronx, Queens) combined focusing on developing smaller communities of practice.
- Develop and Implement (4) additional interactive virtual meeting for each established Community of practice via conference call, video conference, and/or webinar.
- Development Implement (2) webinar training sessions to be made available across all 3 technical assistance regions. New York City, Eastern Region, Central/Western Region.
- Work with the Graduate Assistant in providing information, resources, current research for inclusion in the statewide website.
- Work with the Graduate Assistant to develop a repository for current research in Community Schools to improve quality in NYC Schools.

QUALIFICATIONS:
- Bachelor’s Degree in Education or related field
- Master’s Degree in Education or related field
- Minimum 5 years’ experience in working with New York City public schools (i.e., teacher, social worker, staff developer)
- Experience in conducting Professional development sessions
- Excellent communication skills – verbal and written
- Experience in working with diverse populations in high needs areas

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Anita Batisti
abatisti@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories