TITLE OF POSITION/RANK: Director of TAC (Technical Assistance Center)  
*This is a grant funded position; Continuation is contingent upon grant funding.

DEPARTMENT: Graduate School of Education

OVERVIEW: The full-time Director of the NYC Regional Community Schools Technical Assistance Center (TAC) – Fordham University’s Graduate School of Education, through the Center for Educational Partnerships will be operating a Technical Assistance Center to school districts throughout New York City, to provide technical assistance in establishing or operating Community Schools.

RESPONSIBILITIES: The director will manage all aspects of the NYC Regional Community Schools Technical Assistance Center (TAC). He/She will supervise the staff consisting of part-time (25 hours per week) Resource Specialist and a part-time Fordham Graduate Student Assistant. He/She will coordinate and supervise all sub-contractors (M/WBE) and consultants. The director will serve as the primary regional liaison with staff at NYSED and NYCDOE, as applicable, to identify and address regional issues/concerns, professional development, and technical assistance needs of Community Schools in New York City.

The Director will:
- Oversee day to day operations and staff of the Community Schools Technical Assistance Center serving New York City
- Disseminate accurate information related to state policies, regulations and requirements.
- Familiarize school personnel throughout New York City with Community School Strategies.
- Promote the establishment and development of Community Schools throughout New York City that incorporate the characteristics of Community School Strategies designed to transform their schools into “community hubs.”
- Provide school districts with the tools necessary to design and implement needs/resource assessments
- Work with sub-contractors to identify and evaluate New York City School Districts’ needs.
- Coordinate and provide customized technical assistance and professional development to New York City School districts
- Develop collaborative and supportive relationships with school districts and community partners.
- Website review and submit relevant content for inclusion in the Statewide Community Schools website.
- Collaboration – maintain a collaborative working relationship with NYSED and each of the Regional TACs.
- Update Annual work plan
- Execute a plan for self-evaluation of NYC TAC activities

QUALIFICATIONS
- A Master’s degree or above in education and/or supervision
- Minimum 10 years’ experience
- Expertise in collaboration with large networks of schools and government agencies
- Experience and knowledge of Community schools strategies and implementation
- Strong interpersonal Skills
- Skilled in budget administration and management
- Experience in professional development
- Administrative experience in school-based, district-wide, and/or region-wide programs

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

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

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories