PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Program Associate (2 Positions Available)
Professional Development Center (PDRC) for Religious and Independent Schools*

(Part-Time/Non-Benefited; 19 hours per week)

*This is a grant-funded position. Continuation is contingent upon grant funding.

DEPARTMENT: Graduate School of Education
Lincoln Center

POSITION SUMMARY:
Fordham University’s Graduate School of Education, through the Center for Educational Partnerships will be operating a Professional Development Center to New York City Religious and Independent Schools, to provide professional development services in accordance with Title IIA and Title IVA of the Every Student Succeeds Act.

RESPONSIBILITIES:
• Work under the immediate supervision of the Program Director.
• Develop, plan, coordinate and implement professional development and school improvement support throughout the NYC region for Religious and Independent Schools.
• Work to identify the professional development needs of Religious and Independent Schools throughout the NYC Region (5 boroughs) in coordination with the Program Director.
• Work to develop respectful, culturally responsive professional development for teachers and administrators in all Religious and Independent Schools in a host of academic content areas, e.g., literacy, mathematics, bilingual and ESL education and Special Education.
• Assign consultants, MWBE vendors to implement research-based professional development.
• Work with the Program Director and MWBE Events Planning Vendor, in coordination with the other NYS PDRC, to conduct the annual Religious and Independent School Educators Conference (RISE) each fall.
• Conduct follow-up evaluation surveys following all professional development events.

QUALIFICATIONS:
• Master’s Degree in Education or related field required.
• Minimum three (3) years’ experience in developing, planning and implementing professional development events in an education field.
• Excellent verbal and written communication skills.
• Experience in working with diverse populations.

SALARY: Hourly Rate
Commensurate with experience.

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FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Dr. 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