PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Program Associate

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.

The part-time (19 hours per week) Program Associate, under the supervision of the Program Director, will develop, plan, coordinate and implement professional development, as well as school improvement support throughout the NYC region for Religious and Independent Schools.

RESPONSIBILITIES:
- Identify the professional development needs of Religious and Independent Schools throughout the NYC Region (5 boroughs) in coordination with the Program Director.
- 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 qualified 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
- Minimum three (3) years’ experience in developing, planning, and implementing professional development events in an education field
- Experience in working with diverse populations
- Excellent verbal and written communication skills.

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

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

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