PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Site Administrator (Part-Time)
Liberty Partnerships Program (LPP)*
*(This is a grant-funded position. Continuation is contingent upon grant funding.)

DEPARTMENT: Graduate School of Social Service
Rose Hill

POSITION SUMMARY:
Under the supervision of the Program Director of Liberty Partnerships Program (LPP), the Site Administrator will work as a member of a team to provide comprehensive pre-collegiate/dropout prevention services to six through twelfth grade students attending LPP partner schools. Primary responsibilities include maintenance of a caseload of students and provision of appropriate service interventions, including individual and group counseling; academic services, planning enrichment trips; development and implementation of college, workforce, and life skill workshops; development and supervision of a high school/college mentoring program; supervision of volunteers, tutors, and seasonal staff; and maintenance of program records and data collection.

RESPONSIBILITIES:
• Reviews and assesses the social/ emotional and academic needs of students and refer to appropriate LPP services
• Assist students in preparing high school, college, scholarship, and financial aid applications
• Plans, implements, and supervises the program in assigned partner schools
• Develops and maintains Personal Learning Plans in line with NYC DOE learning standards with students and monitor their progress
• Serves as a liaison to school administrators and partners to ensure information exchange, coordination of efforts and general support for youth
• Coordinates student recruitment and retention efforts
• Implements activities to help students meet academic and social standards
• Implements rubrics and assessments that measure progress towards academic and social goals
• Communicates effectively with students, families, and colleagues
• Engages families in student’s academic plan and in LPP events
• Navigates the NYCDOE systems and policies including DOE staff roles, calendar, exam schedules, etc.
• Plans curriculum and conducts afterschool programming
• Develops and implements workshops to educate families, students and/or school staff on relevant issues
• Shares responsibility for planning and implementing Fordham LPP-wide activities and initiatives
• Attends and participates in events outside of normal school hours (e.g., family meetings, field trips, parent teacher conferences, campus tours, etc.)
• Maintains accurate records, documentation, and other compliance activities
• Attends all staff meetings and other appropriate professional development opportunities
• Performs other related duties as assigned by supervisor including but not limited to legislative and preventative services advocacy in the areas of health/mental health and education, writing policy and resource manuals for students and parents

QUALIFICATIONS:
• Bachelor’s Degree in Social Work, Psychology, Education, Public Administration and School Counseling considered.
• Minimum three years of experience working with underserved youth in a school or youth development setting
• Proven record of extensive experience/ knowledge of the NYC DOE school system with particular emphasis on grades 6-12
• Experience with facilitating workshops/groups
• Highly organized, driven, independent team member who is able to negotiate the dynamic work environment of a New York City school
• Experience in youth development and program administration strongly preferred
• Strong work ethic and professional values
• Bilingual a plus, but not required

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME:
Janna Heyman, PhD
Professor and Chair
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