TITLE OF POSITION/RANK: Extended Learning Time Coordinator*

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

DEPARTMENT: Graduate School of Education
Center for Educational Partnerships
Lincoln Center

POSITION SUMMARY:
The part-time Fordham Community School (ELT) Extended Learning Time Coordinator at P129/M371M will be on site at the partner community school campus coordinating extended learning time activities both after school and Saturdays.

The part-time ELT Coordinator will work with both school principals to plan, program, and supervise Extended Learning Time activities. They will coordinate with the selected sub-contractors providing the activities. This position reports to the Fordham Community School Director.

ESSENTIAL FUNCTIONS:
• Oversees and coordinates all ELT activities both after-school and Saturdays
• Works with sub-contractors to deliver extended learning activities
• Develops a collaborative and supportive relationships between ELT subcontractors and community schools P129/M371M
• Maintains attendance records
• Works with Director to update work plan

REQUIRED QUALIFICATIONS:
• BA/BS
• Minimum 3 years’ experience in related school-based programs
• Expertise in collaboration with school-based programs
• Strong interpersonal Skills

PREFERRED QUALIFICATIONS:
• Knowledge of Community School strategies

SALARY:
Minimum Starting Salary: $40/Hour
Maximum Starting Salary: $40/Hour

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

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

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