ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Professional Development Center (PDRC) for Religious and Independent Schools*

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

DEPARTMENT: Graduate School of Education, Lincoln Center

POSITION SUMMARY:
The Director of the Professional Development Resource Center (PDRC) for Religious and Independent Schools for 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 Director will manage all aspects of the Professional Development Resource Center. They will supervise the staff consisting of two part-time Resource Specialists and a full-time Administrative Assistant. He/She will coordinate and supervise all sub-contractors (M/WBE) and consultants. The Director will serve as the primary regional liaison with NYSED staff and work with various stakeholders including the Jewish Education Project, Agudath Israel of America, Williamsburg Orthodox Community, Islamic Schools Association, Lutheran Schools Association, Archdiocese of New York, Diocese of Brooklyn, Christian Schools Association, and Association of Independent Schools to address regional issues/concerns, professional development, and technical assistance needs.

RESPONSIBILITIES:
- Oversee operations and staff of the NYC Professional Development Resource Center for Religious and Independent Schools.
- Provide respectful, culturally responsive professional development in a host of academic content areas, e.g., literacy, mathematics, bilingual and ESL education and Special Education.
- Work with sub-contractors to identify and evaluate needs of religious and independent schools.
- Develop collaborative and supportive relationships with religious and independent schools.
- Collaborate with other PDRCs and the State Office of Religious and Independent Schools (SORIS), on projects including a shared website.
- Create and update Annual Reports and work plan.
- Execute a plan for self-evaluation of NYC PDRC activities.
- Collaborate with the other PDRC’s to conduct annual RISE conference.

QUALIFICATIONS:
- Master’s Degree or higher in education and/or educational leadership is required.
- Minimum 10 years’ administrative experience in school-based, district-wide, or region-wide programs and initiatives.
- Expertise in collaboration with large networks of schools and government agencies.
- Experience and knowledge of religious and independent schools’ strategies and implementation.
- Skilled in budget administration and management.
- Experience in professional development.
- Strong interpersonal Skills.

SALARY: Commensurate with experience

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FLSA CATEGORY: Exempt

START DATE: ASAP

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

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