



THE NEW YORK CITY DEPARTMENT OF EDUCATION

MADELENE S. CHAN, *Community Superintendent*

COMMUNITY SCHOOL DISTRICT 24

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Teresa Caccavale
Deputy Superintendent

James Leahy
Field Support Liaison

Beth Tekverk
Director of Early Childhood

Eleanor McNamee
Family Leadership Coordinator

Susana Santacruz
Family Support Coordinator

Lourdes Pena
Administrative Assistant

PER SESSION VACANCY NOTICE # 001

2021 – 2022
(CONTINGENT UPON FUNDING)

Post Date: 6/14/21
Deadline: 6/30/21

Position: Administrator to serve as grant data manager for District 24 NYSIP Grant across district schools.

Location: Various locations in schools and offices in Queens along with remote

Eligibility Requirements: License and appointed EA staffed in District 24

Selection Criteria:

- Work collaboratively to establish external partnerships to further develop grant funded programs with NYSED and various partners, including the writing of proposals for citywide grants.
- Facilitate meetings with lead partners by maintaining a calendar, collecting and disseminating notes from meetings, and ensuring that all grant stakeholders and or external partners have access to timely information.
- Develop and deliver professional development workshops and/or on-site support to a variety of instructional personnel to improve and implement new initiatives in furtherance of student achievement.
- Facilitate curriculum development for grant funded programs in alignment with state and city standards.
- Develop and maintain an archive of materials, including agendas, meeting notes, research and curriculum for related workshops and professional development opportunities.
- Manage project funds, contract development and administration.
- Manage all aspects of the grant including reporting, public meetings and community outreach.
- Able to communicate and work well with colleagues using collaborative software (e.g. Teams, Zoom).

Duties and Responsibilities:

- Commitment to attend all learning sessions and turnkey content to teachers.
- Attend and engage in professional learning offered through NYSIP grant and work with various educators.
- Utilize DOE resources to support teachers including diversity and equity for all initiatives.
- Effectively document learning and practices for sharing.
- Develop and implement STEM Curriculum & Implement Rigorous STEM Program.
- Understanding of NYSIP Grant, attend NYSED training in Albany.
- Diversity in STEM Programing and Content Development
- Develop reports, spreadsheets, web pages and other digital documents to be used by grant.
- Support Dual Language programs throughout District 24.
- Translate spoken and written English into other languages

Preferred:

- Experience authoring and managing state and federal grants.
- Experience and expertise in contract, budgeting and procurement including SOPM.
- Experience and expertise of DOE systems (FAMIS, ATS, EIS, Galaxy).
- Minimum of 3 years grant management.

Work Schedule: As needed between July 1, 2021 - June 30, 2022.

Salary: As per collective bargaining agreement (Per Session)

Application Instructions: Visit <https://www.csd24.com/PerSession> to apply and submit resume

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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