

PER SESSION VACANCY NOTICE # 001

**2021 – 2022
(CONTINGENT UPON FUNDING)**

Post Date: 9/1/21
Deadline: 9/17/21

Position: Administrator to support District 24 NYSIP Grant across District 24 schools.

Location: Various locations in District 24 schools and offices in Queens North along with virtually

Eligibility Requirements: License and appointed EA staffed in District 24 & Queens North

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/CRSE Curriculum & Implement Rigorous STEM Program.
- Understanding of NYSIP Grant, attend NYSED training in Albany.
- Diversity in STEM Programming 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 contracting, budgeting and procurement including SOPM
- Minimum of 3 years' experience of grant management
- Minimum of 3 years' experience planning and facilitating professional learning

Work Schedule: As needed between September 15, 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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