



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H07975

Date: 07.16.24

PART-TIME POSITION ANNOUNCEMENT

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,
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