

<b>Job Title</b>	Director
<b>PVN ID</b>	KB-2210-005147
<b>Category</b>	Managerial and Professional
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$78,440.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 06, 2023 (Or Until Filled)

## General Description

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The Liberty Partnerships Program (LPP) is a collaborative program with Kingsborough Community College (CUNY), community-based organization – Cypress Hills Local Development Corporation and Thomas Jefferson High School campus. As a New York State Education Department grant-funded initiative, the Liberty Partnerships Program is a comprehensive academic excellence program targeted at risk high school students. The program's purpose is to ensure that the youth of the Liberty Partnerships Program graduate from high school and enter post-secondary education and the workforce as highly competent and compassionate young adults. KCC LPP is seeking a dynamic and highly organized individual to serve as its full-time Director for the Liberty Partnership Program (LPP).

The Liberty Partnerships Program Director will serve as the chief administrative agent for the grant, which is comprised of an after school and summer program designed to increase high school graduation rates and promote college readiness. This position will oversee the effective implementation of programs and key partnerships that serve students within the afterschool program and meet the requirements set forth in the grant. The director will perform regular audits of sub-agencies to assure that they are following grant guidelines and have written procedures in place to assure compliance with NYSED regulations governing the LPP program.

### Education Required:

Master's degree in Education, Social Work, Counseling or related field.

Experience Required: Two years of experience in the administration of grant-funded programs that serve at risk youth and underrepresented populations. Supervisory experience and proven ability to use judgment and discretion in the handling of sensitive and /or confidential matters. Ability to demonstrate excellent oral and written communication skills.

Preferred Knowledge, Skills, Abilities and Worker Characteristics:

- Experience in the administration of grant-funded programs.
- Experience with programs focusing on dropout prevention.
- Knowledge of high school/college collaborative programming.
- Ability to effectively establish and maintain working relationship with supervising personnel, co- workers, all college employees and the public.
- Ability to manage multiple projects.

Travel required to partner high schools and community-based partner.

Position begins: as soon as possible Salary: \$78,440-80,000 per annum, commensurate with experience.

## Other Duties

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## Qualifications

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