
Job Title	Program Director Assistant (PDA) Project BOOST
PVN ID	LE-1708-002000
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Part Time
Hourly Rate	\$22.00
Hour(s) a Week	13.00-19.00
Closing Date	Oct 10, 2017 (Or Until Filled)

General Description

The mission of The Bronx Institute at Lehman College is to enhance educational opportunity by promoting academic excellence for K-20 students. The vision is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on increasing high school graduation with college readiness and other academic services to maximize each student's potential.

Project BOOST (Bronx Opportunities for Out-of-School-Time) is a funded initiative designed to foster academic success and increase students' performance by providing services to middle school students. Project BOOST is a funded New York City initiative awarded by the Department of Youth and Community Development. The Institute collaborates with a Bronx middle school, colleges, organizations, and other service providers in the planning, and delivery of services to (1) foster academic, social, and emotional competencies, and physical well-being; (2) provide opportunities for youth to explore interests and activity; (3) build emotional competencies; (4) provide opportunities for youth to explore interests and creativity; (5) cultivate youth leadership and community engagement; and (6) engage families in the support of the above goals. These goals align with the overarching Bronx Institute mission to focus on improving opportunities for Bronx youth to enter postsecondary education by fostering a "college-going" culture in schools.

The Program Director Assistant PDA works closely with the Program Director in the day-to-day operation of site. The PDA is responsible for site supervision in the absence of the Program Director.

Other Duties

Responsible for:

- Working with large groups of students at school site
- Developing and implementing recruitment strategies for program participants and staff
- Assist with creating, scheduling, planning and delivering lesson plans and/or workshops during after

school hours and some Saturdays

- Performing weekly analysis of student attendance and participation for Program Director and The Bronx Institute
- Developing and implementing strategies to ensure that all assigned students meet the goals and objectives of the program
- Assist staff in creating, organizing and maintaining student, staff, activity, attendance, and rate of participation reports pertaining to the program
- Planning, organizing, and executing field trips and other activities for all the students in the program
- Maintaining regular contact and communication through phone calls and email with all students and their families in reference to attendance, behavior, events and trips
- Maintaining the DYCD database updating activities, attendance, enrollment and staff
- Creating and organizing program staff, student and activity schedules
- Meeting and strategizing with Education Specialist to coordinate curriculum with school day instruction, and the effectiveness of the program
- Initiating, collaborating and maintaining contacts with DOE, DYCD, non-profit educational organizations, and post-secondary institutions
- Monitoring activities and providing support to staff
- Handling student discipline issues
- Collaborating with Program Director to conduct bi-weekly supervisory meetings with staff to discuss performance, strengths and challenges
- Collaborating with Program Director to develop workscope according to DYCD guidelines
- Attending administrative meetings, school meetings and program trainings to ensure compliance with all required contractual agreements
- Attending meetings with Program Director to discuss program goals and strategize to ensure students meet the goals and objectives of the program
- Other duties and responsibilities as assigned

Qualifications

Skills/Competencies:

- Detail oriented
- Able to work independently and with a team
- Ability to initiate follow through and finalize assignments with limited supervision
- Ability to plan, organize, carry out and complete assignments
- Strong organization, interpersonal, written and oral communication, and presentation skills
- Demonstrated experience in working with students, parents, educators, and administrators
- Strong strategic thinking and program management skills
- Ability to produce and sustain programmatic results and improvements
- Ability to perform data analyses on DYCD online
- Ability to collaborate effectively with DOE, DYCD and BI staff
- Experience with NYC public schools
- Flexible to work some evenings and Saturdays
- Ability to develop and implement innovative and engaging academic programs to meet the DYCD and BI mission and vision

Ability to use technology as an educational tool to provide resources and activities as well as to communicate with students and families

Core Qualifications:

- Ideal candidate will have a Bachelor's degree in education, academic counseling or a closely related field of study
- Candidates should be proficient in Microsoft Word, and Excel
- Candidate must have 2-3 years demonstrated experience in similar position
- Fluency in Spanish desirable

This is a part-time position.