

<b>Job Title</b>	Project Director
<b>PVN ID</b>	LE-2411-006552
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Center for School/College Collaboratives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$112,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 05, 2025 (Or Until Filled)

## General Description

Multilingual Teachers and Leaders for the Bronx supports effective teachers and leaders through nontraditional preparation and certification routes and professional enhancement activities. Over the course of its 5 years, LUTE-MULTI will design and implement a year-long clinically rich teacher residency and leader fellowship program that will serve high need schools in the Bronx, New York. LUTE-MULTI will recruit 60 teacher residents in the fields of Early Childhood Bilingual and Elementary Bilingual Education as well as dual certification in Special Education and a Secondary content area (e.g., Math, Science, Social Studies, and English). LUTE-MULTI will also recruit 60 educators who are currently working in high need schools into Lehman College's School Building Leader program as leadership fellows. LUTE-MULTI residents and leadership fellows will be provided with a high-quality clinical education program, induction supports to promote job retention, and increase student achievement and socio-emotional well-being in high need schools.

All program participants will receive three micro-credentials or badges as part of a Summer Institute and ongoing monthly professional development workshops. These micro-credentials include: The Multilingual Language Institute Micro-Credential; Student Engagement Micro-Credential, and the Social-Emotional Learning Micro-Credential.

The Project Director will:

- Oversee day-to-day implementation of program components and ensures consistency and compatibility with project goals and objectives.
- Direct/coordinate project and support staff.
- Establish project/financial structure and maintain operating budget.
- Prepare annual/quarterly project reports.
- Establish/initiate onboarding processes.
- Oversee preparation of recruitment materials and design recruitment processes; use and planning of project resources including technology and equipment; Application Review Committee
- Support and screening of leadership and resident applicants.
- Develop productive working relationships with school partners, School of Education departments, and

consultants.

- Support design of training materials or resources for Residency and Leadership Fellowship.
- Work with Co-PIs on establishing and maintaining partnerships with other stakeholders to support sustainability.
- Participate in advisement and recruitment activities in the School of Education.
- Collaborate intentionally and effectively with other team members and programs in the Center for School/College Collaboratives at Lehman College.
- Member of Operations Team and Advisory Board Committee.
- Other duties as assigned.

## Other Duties

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- Occasional weekend hours required
- Annual travel required

## Qualifications

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- Master's degree in relevant field
- Experience directing and managing funded projects
- Experience with managing teams
- Knowledge of teacher education pathways
- Excellent organizational, communication, writing, supervisory and leadership skills
- Experience with managing budgets
- Experience with gathering and managing student data