

<b>Job Title</b>	Project Director
<b>PVN ID</b>	LE-1604-001110
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Institute for Literacy Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 12, 2016 (Or Until Filled)

## General Description

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The Lehman College Adult Learning Center has been offering high-quality instruction in English for Speakers of Other Languages, Adult Basic Education, and High School Equivalency preparation for adults from local communities since 1988. As a direct-service program of the Institute for Literacy Studies (ILS), a research and professional-development organization based at Lehman College, The City University of New York (CUNY), the ALC combines thoughtful pedagogy with a deep commitment to supporting teachers and students. The ALC is part of a network of adult education programs based at campuses throughout CUNY, and is highly regarded for its innovative, collaborative approaches to instruction, curriculum development, staff development, and program management.

The Project Director oversees all aspects of the Adult Learning Center: management of a \$900,000 budget; instructional leadership for and supervision of a 30-person staff; oversight of daily program operations and data management; coordination of a core team of experienced teacher-administrators; ongoing communication with a variety of partners, other Lehman College programs, offices and departments; CUNY administrators and staff developers; New York City and State agencies; and the broader adult-literacy community. In addition, the Project Director contributes to ILS long-range planning and policy development; collaborates with staff to develop new initiatives and support existing ones; and coordinates the writing of grant requests and reports.

## Other Duties

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## Qualifications

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Candidates should have:

- A strong background in adult and/or young adult literacy education in both classroom instruction and

program management (minimum of five years' combined experience).

- Expertise and extensive experience in at least three of the following areas: adult literacy pedagogy and theory; staff development; program and fund development; financial management; staff supervision; administrative and office system oversight.
- Familiarity with local and national issues in literacy education and policy.
- Strong communication, organizational, and technology skills.
- Demonstrated commitment to working with diverse populations and honoring student and teacher strengths and voices.
- Commitment to and experience with working in collaborative work and classroom environments.
- Advanced degree preferred – master's or higher.

For information about the Institute for Literacy Studies, see <http://instituteforliteracystudies.org/>.

**REVIEW OF APPLICATIONS TO BEGIN IMMEDIATELY; POSITION AVAILABLE UNTIL FILLED.**