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| Job Title | Program Director Assistant (PDA) Project BOOST |
| PVN ID | LE-2404-006232 |
| Category | Instruction and Social Service |
| Location | LEHMAN COLLEGE |
| Department | The Bronx Institute |
| Status | Part Time |
| Hourly Rate | \$27.37-\$27.37 |
| Hour(s) a Week | 25.00-35.00 |
| Closing Date | Jun 09, 2024 (Or Until Filled) |

General Description

The mission of The Bronx Institute at Lehman College is to enhance educational opportunities 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, 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 the site. The PDA is responsible for site supervision in the absence of the Program Director.

Responsible for:

- Working with large groups of students at the school site
- Developing and implementing recruitment strategies for program participants and staff
- Creating, scheduling, planning, and delivering lesson plans and/or workshops during after-school hours
- 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
- 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 the Education Specialist to coordinate curriculum with school-day instruction, and the effectiveness of the program
- Collaborating with the Program Director to initiate, collaborate, and maintain contacts with DOE, DYCD, non-profit educational organizations, and post-secondary institutions
- Monitoring activities and providing support to staff
- Handling student discipline issues
- Supporting the program director in bi-weekly supervisory meetings with staff to discuss performance, strengths, and challenges
- Collaborating with the Program Director to develop work scope according to DYCD guidelines
- Attending administrative meetings, school meetings, and program trainings to ensure compliance with all required contractual agreements
- Attending meetings with the Program Director to discuss program goals and strategize to ensure students meet the goals and objectives of the program as needed
- Other duties and responsibilities as assigned

Other Duties

Qualifications

The ideal candidate must have:

- Bachelor's degree in education, academic counseling, physical education or a closely related field of study
- A combination of 18 college credits in the following areas: child development, elementary education, physical education and recreation
- CPR Certification (or obtain CPR certification upon appointment)
- Proficiency in Microsoft Word, Excel and in the use of databases
- Two years of experience working with children

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
- 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 Bronx Institute staff
- Flexible to work some evenings and Saturdays

Upon appointment the successful candidate will be required to complete fingerprint screening and obtain clearance from the NYC Department of Health

Part time: 25 hours weekly; 5 hours minimum daily at \$27.37 hourly (Benefits available for Part time A)