



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

- Occasional weekend hours required
- Annual travel required

Qualifications

- 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