

JOB POSTING
CENTRAL - OFFICE OF PARENT ENGAGEMENT

Job Title: School Support Program Manager

Salary:

\$51,801 (New Hire Minimum)

\$55,862 - \$72,486

The School Support Program Manager will report to the Director of School Support as part of the central Office of Parent Engagement (OPE) team of the Department of Education. The School Support Program Manager will assist and support school and region-based parent staff in successfully carrying out *Children First* parent initiatives. The School Support Program Manager will also be responsible for special projects related to various parent initiatives.

Duties and Responsibilities

- Assists with coordination of professional development for regional parent support staff and school-based Parent Coordinators.
- Creates PowerPoint documents and Excel charts, as needed, for specific projects and professional development activities.
- Facilitates meetings and/or professional development sessions, as needed.
- Provides logistical support for meetings, conferences and events.
- Manages fiscal responsibilities related to specific programs and events.
- Manages grant programs offered by OPE.
- Assists with data collection and reporting.
- Visits individual schools or other DOE field offices on an as needed basis to provide support and guidance to school-based Parent Coordinators and parent support staff throughout the city.
- Assists with design and development of materials posted on website.
- Manages various special projects.
- Represents the OPE at parent and community meetings throughout the City, as needed.

Minimum Selection Criteria

1. A baccalaureate degree from an accredited college and four years of full-time experience in an educational setting, or with a community-based organization, not for profit corporation or a related organization at least two years of which must have been in a broad administrative or policy making capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must be high school graduates or possess a high school equivalency diploma and have two years of full-time experience in a broad administrative capacity.

The following qualifications are preferred for the position:

- Master's degree in Education, Social Work, Administration or related field
- Familiarity with the New York City public school system
- Excellent communication, interpersonal, problem-solving and organizational skills
- Experience with training and convening workshops
- Strong computer skills
- Bilingual
- Experience working with families and parents in education and/or community issues

Application

Please send cover letter and resume, no later than **December 29, 2006**, to:

[**OPEResumes@schools.nyc.gov**](mailto:OPEResumes@schools.nyc.gov)

AN EQUAL OPPORTUNITY EMPLOYER

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