



451 Van Houten Street, Paterson, NJ 07501 • Phone (973) 881-8914
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Paterson Education Fund is searching for a 21st Century After School Program Project Director

Organization Overview

Paterson Education Funds mission is to stimulate community action for change so that the Paterson Public Schools ensure that all Paterson children achieve high standards. PEF's goals are:

- To build our community's civic capacity to support, monitor and advocate for education reform,
- To educate and enable community leadership to understand and act on changing education needs,
- To provide a forum for the community to effectively participate in the decision-making processes concerning education,
- To maintain a well governed, managed and supported organization that stays true to its mission.

Job Title: 21st Century Project Director

Start Date: Immediate

Salary: \$50,000

Time Commitment: Full time - 40 Hours per week. May include occasional Saturdays.

Position Summary

Reporting to the Executive Director, the 21st Century Project Director will be responsible for managing and implementing the educational program and budget described in the approved application to ensure that the agency meets its responsibilities to the NJDOE under the grant agreement in a timely manner.

Duties and Responsibilities:

- Ensure implementation with approved application (monitor program/budget appropriately).
- Complete necessary reports and submit to state
- Oversee the maintenance of participant files, program forms, and applicable licenses
- Oversee the development of attendance policy, calendar of activities and class schedules
- Meet with key program staff, teachers, partners, collaborators, evaluator, etc. regularly
- Coordinate 21st CCLC advisory board meetings and ensure implementation of sustainability plan
- Supervise Site Coordinators, administrative staff and program volunteers
- Conduct program orientation for staff, parents, students, volunteers, and key program staff
- Develop and ensure implementation of curriculum that is age and content appropriate



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- Provide ongoing training and support to program staff
- Oversee the development and maintenance of health and emergency plans/files
- Attend mandated project directors' meetings and required professional development trainings; and
- Ensure compliance with evaluation requirements (data-entry into federal and state data-collection systems, PPICS and PARS21 respectively)

Qualifications:

- BA Degree,
- Experience with grant management required, including budget management.
- Experience with grant report writing.
- Fingerprint and background check clearance.
- Experience working in a school and/or agency setting.
- Valid NJ Teaching Certificate preferred
- Spanish fluency for translation preferred.
- Ability to work effectively with diverse district/school staff, parents, and community members.
- Able to implement and supervise a positive learning environment, incorporating academics, enrichment, and recreation.