



Position Title: Part-Time Program Coordinator

Salary/Pay Scale: 0.5 FTE, 10-month, 20 hours/week following the school calendar

Job Location: Wayne-Finger Lakes Teacher Center, 121 Drumlin Court, Newark, NY 14513

Job Description:

- Design, plan, and implement three (3) Teacher Center professional learning workshop schedules per year (summer, fall, and spring)
- Oversee all aspects of professional learning workshops offered by the Teacher Center
- Maintain records associated with the professional learning sessions
- Other duties as assigned

Job Qualifications:

- Possess at least 3 years of NYS education experience as a certified teacher or have at least 3 years of related experience in the field of education
- Possess strong technology skills (Microsoft Office 365, Google Suite, etc.)
- Possess strong communication skills
- Flexible hours and some evenings required
- Travel to/from and attend regional, state meetings, and conferences
- Travel to/from districts in the Teacher Center consortium when necessary

Job Category: Educational Leadership

Closing Date for Applications: July 24, 2020

Starting Date: September 2020

To Apply: Send a cover letter and resume to:

Wayne-Finger Lakes Teacher Center
Attn: Kerilynn Wasney, TRC Policy Board Chairperson
121 Drumlin Court-Arcadia Building
Newark, NY 14513

OR

Email cover letter and resume to:

kwasney@romuluscsd.org

Subject: TRC Program Coordinator