



## Wayne-Finger Lakes Area Teacher Center

**Position Title:** Part-Time Program Coordinator

**Independent Contract Position:** 0.6 FTE, 10-month, 25 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:** August 6, 2021

**Starting Date:** September 2021

### To Apply: Send a cover letter and resume to:

Wayne-Finger Lakes Teacher Center  
Attn: Mary Beall, TRC Director  
121 Drumlin Court-Arcadia Building  
Newark, NY 14513

**OR**

### Email cover letter and resume to:

[Mary.Beall@edutech.org](mailto:Mary.Beall@edutech.org)

Subject: TRC Program Coordinator