

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET BROOKLYN, NEW YORK 11201**

**Posted Date: May 29, 2014  
Deadline Date: June 26, 2014**

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 13 2014 - 2015**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Attendance Program Coordinator  
**(Internal Candidates Only)**

Reporting to the Director of Mandated Responsibilities, the Attendance Program Coordinator provides administrative and field support to CFN Attendance Content Experts offering guidance and coaching in key attendance functions: data analysis, organizing and conducting productive school attendance committees, identifying and addressing reasons for absences, communicating with families, collaborating with community services, and attendance/truancy investigations.

**LOCATION:** 52 Chambers Street

**ELIGIBILITY:** New York City licensed, appointed and tenured Attendance Teacher

**SELECTION CRITERIA:**

- Licensed, tenured NYC Department of Education Attendance Teacher.
- Satisfactory rating for the previous three years.
- Demonstrated understanding of attendance procedures and Chancellor's Regulations pertaining to attendance.
- Proficient in ATS.
- Strong written and verbal communication skills.
- Demonstrated excellence in interpersonal and organizational skills.
- Proficient with Microsoft Office Applications (Excel, Word, Outlook). Experience with Access a plus.
- Ability to prioritize, work independently, and provide consistent follow-up.
- Commitment to continuous professional development.

**RESPONSIBILITIES:**

- Serve as a coach and resource to 10-15 CFN Attendance Managers/Content Experts.
- Provide professional development to Network Attendance Teachers and/or school staff.
- Visit schools to address specific attendance concerns as identified by the CFN.
- Prepare and review data reports; conduct and present research on available resources.
- Participate in the development of new tools, guides, PD sessions or events.
- Contribute to citywide attendance policy decisions.

**SALARY:** As per Collective Bargaining Agreement

**HOURS/WORK YEAR:** As per Collective Bargaining Agreement

**APPLICATION:** Send letter of application with circular number, cover letter, resume, copy of NYC Dept. of Education license and OP 175 (available in schools and on DHR website) via email only by **June 26, 2014** to:

Ms. Kim Suttell  
Office of Safety and Youth Development  
New York City Department of Education  
52 Chambers Street, Room 218  
New York, NY 10007  
Attn: Attendance Unit - Teacher Assigned Position  
[ksuttell@schools.nyc.gov](mailto:ksuttell@schools.nyc.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>



**APPROVED:** \_\_\_\_\_

Charles Peeples, Executive Director  
Office of Field Services & Information, Division of Human Resources