

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

**Posted Date: September 23, 2013
Deadline: October 21, 2013**

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 17 2013-2014
(SUBJECT TO BUDGET AVAILABILITY)**

POSITION: Teacher Assigned A – (Internal Candidates Only)

Reporting to the Deputy Chief Executive Officer for Youth Development and Support Services in the Office of Safety and Youth Development (OSYD), the Teacher Assigned is responsible for assisting in the implementation of initiatives related to school culture, Respect For All, bullying (including cyberbullying) prevention and intervention and related youth development support programs. Maintain cooperative working relationships with other DOE offices, CFNS and community based organizations that are involved in the area of diversity, bullying, youth development, prevention and intervention services.

LOCATION: 52 Chambers Street, New York, New York

ELIGIBILITY: New York City licensed, tenured teacher

RESPONSIBILITIES:

- Assist in the design and implementation of professional training in various youth development areas with a focus on Respect For All, social emotional learning, bullying prevention and intervention and conflict resolution designed to foster positive interpersonal and intergroup relations among and between students and between students and staff; prepares related resource materials
- Establish and administer a schedule of professional development training sessions and schedule training with community based organizations as applicable
- Maintain a working knowledge of current research in areas related to youth development, including bullying prevention and intervention, diversity, school culture, social emotional learning, etc. and assist in developing best practices
- Identify current research-based best practices in various areas of youth development
- Works continually to promote own professional growth
- Serve as a resource to the youth development and safety team of the Office of Safety and Youth Development
- Maintain working knowledge of all NYC DOE policies related to youth development and safety
- Assist in the identification and purchase of services from community based organizations and in maintaining budgets related to such services related to youth development, including bullying prevention and intervention, diversity, etc.
- Manage the professional development database to ensure that all data is current and accurate
- Work with administrative support staff to ensure the timely processing of per session payroll related to professional development provided by OSYD during non-school hours
- Participate in identifying system, network and school needs
- Participate in short and long term planning activities
- Perform other duties and assumes other responsibilities as assigned

NYC Department of Education Tenured Teacher License with a Master's degree in a related field and a minimum of five years' experience.

SALARY: As per Collective Bargaining Agreement

HOURS/WORK YEAR:

8:00 – 4:00 p.m.
As per Collective Bargaining Agreement

APPLICATION:

Send letter of application with circular number, cover letter, resume, copy of NYC Department of Education license and OP 175 (available in schools and on DHR website) via email only by October 21,2013, to:

Ms. Lois Herrera
Deputy Chief Executive Officer for Youth Development
and Support Services
Office of Safety and Youth Development
52 Chambers Street
New York, NY 10007
LHerrer@schools.nyc.gov

An Equal Opportunity Employer

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APPROVED:



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