

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

**Posted Date: May 30, 2013
Deadline Date: June 26, 2013**

TEACHER ASSIGNED VACANCY CIRCULAR NO. 11 (2013-2014)
(Subject to Budget Availability) -(AMENDED APPLICATION ADDRESS BELOW)*

POSITION: School Wellness Specialist – One Position
(FOR INTERNAL CANDIDATES ONLY)

The School Wellness Specialist will work in the Office of School Wellness Program. This position supports health and physical education instruction and programs in schools citywide.

LOCATION: Central office site (tbd)

ELIGIBILITY: Licensed, appointed and tenured New York City Department of Education teacher

SELECTION CRITERIA:

- Licensed Teacher of physical education, health education and/or related field, preferred.
- Minimum of five (5) years experience teaching.
- Experience conducting professional development and/or mentoring other teachers.
- Deep understanding of NYS PE and Health Education Standards, as well as Common Core Learning Standards, preferred.
- Expertise in using instructional technology, web-based resources and school-related systems and databases.
- Demonstrated excellence in interpersonal and organizational skills.
- Demonstrated ability to exercise leadership, initiative and independent judgment.
- Demonstrated ability to communicate effectively (written and verbal)
- Flexible and solution-oriented
- Proficient with Microsoft Office Applications (Outlook, Word, Excel).
- Excellent attendance and punctuality.
- Commitment to reducing health disparities and improving health outcomes among young people in NYC.

Professional development and School Support

Provide physical education and/or health education professional development to school-based personnel.

Provide guidance to school administrators and teachers to improve the quantity and quality of health and physical education instruction. This includes school visits to provide technical assistance and individualized support as necessary.

Document and share best practices with DOE colleagues and schools throughout the City.

Participate in special projects or initiatives aimed at promoting and increasing student wellness.

Communications and Collaborations

Develop school-focused resources and materials to support health and physical education. This includes developing materials aligned to Common Core Learning Standards.

Produce communications materials to promote and support high quality health and physical education that meets State requirements.

Collaborate with cluster and network staff, Health Department staff, and external partners to promote PE, health education, and wellness programs in schools.

Data Analysis

Use available data sources to inform school support and develop targeted initiatives to improve school wellness.

SALARY: As per UFT Collective Bargaining Agreement

HOURS / WORK YEAR: As per UFT Collective Bargaining Agreement
9:00 A.M. - 5:00 P.M. Monday through Friday.
School year plus five additional days during winter, spring or summer vacation period.

APPLICATION:

Send cover letter, resume and copy of license(s) by **June 26, 2013**, to:

Janice Oh*
Chief of Staff
Office of School Wellness Programs
52 Chambers Street – Room 209
New York, NY 10007
Joh3@schools.nyc.gov

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