

JOB POSTING
NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
OFFICE OF TEACHER RECRUITMENT
Job Title: Director of Special Programs
Salary Range:
\$89,853 (New Hire Rate)
\$96,898-\$125,733

Reporting to the Deputy Executive Director for Teacher Recruitment, the Director of Special Programs is responsible for the development, implementation and evaluation of special programs as related to staff recruitment and placement. The Director will also be responsible specifically for the Summer in the City Program, Summer Internship and Student Teaching Programs in addition to other programs managed by the Office of Recruitment.

Duties and Responsibilities:

- Coordinate all aspects of Special Programs for the Office of Recruitment including but not limited to the following programs:
 - Summer in the City;
 - Summer Teaching Experience Program;
 - Student Teaching Program;
 - Summer Internship.
- Plan and conduct information sessions for the above programs.
- Supervise and oversee the application process of each program from application to selection of candidates to orientation of each.
- Coordinate all meetings and planning documents for individuals in these recruitment programs.
- Write and identify appropriate marketing materials for each program.
- Create case files on prospective candidates.
- Advise prospective teachers regarding hiring procedures, regulations, fingerprinting and certification.
- Conduct seminars for staff, local colleges and recruiters on each program.
- Serve as recruitment liaison to Principals, school personnel and Regional Operation Center staff with regard to each of these programs.
- Recruit education majors (as well as non-education students in shortage areas) from colleges and other non-traditional sources for public school teaching positions through each of these programs.
- Travel to college sites and special events, including career fairs.
- Prepare special events and meetings for all areas of the Office of Recruitment including but not limited to:
 - Scholarship Program Graduation;
 - International Teacher Orientation;
 - Scholarship Program Recruitment Professional Development;
 - Recruitment Staff Professional Development;
 - New teacher orientation vendor fair.
- Supervise and revamp the Bilingual Pupil Personnel Services Program.
- Review and coordinate all printed materials for the Office of Recruitment.
- Supervise part time staff for these programs.
- Supervise interns assigned to these programs.

Minimum Selection Criteria:

All candidates must have a minimum of (18) months of applicable managerial, administrative or supervisory experience.

AND

A master's degree from an accredited college and two (2) years of satisfactory full-time professional experience in business or public administration, human resources management, personnel management or a closely related field; or

OR

A baccalaureate degree from an accredited college and four (4) years of full-time professional experience in the fields of business or public administration, human resources management, personnel management, or a related field.

Additional Qualifications Preferred:

- Demonstrated successful experience in educational recruitment and working in a team environment in the field of human resources.
- Familiarity with the New York State certification regulations and requirements.
- Familiarity with the New York public school system and its organization.
- Ability to communicate effectively with college students and adults in large groups.
- Ability to absorb new information and turnkey to others.
- Ability to work with the public, supervisors, teachers, students, college deans.
- Experience as a teacher or a school administrator.
- Extensive seasonal travel required as well as a car, where needed.

Application:

Please send cover letter and resume, no later than August 9, 2006, to:

Division of Human Resources
Director of Special Programs Selection Committee
65 Court Street, Room 505
Brooklyn, New York 11201

OR by e-mail to: selcom@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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