

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

DATE POSTED: January 29, 2008
DUE DATE: February 29 2008

Teacher Assigned A Vacancy Circular # 13, 2007 -2008

POSITION: Teacher Coordinator – Co-Op Tech - The School of
Cooperative Technical Education

LOCATION: 321 East 96th Street, New York, NY 10128

DESCRIPTION:

The School of Cooperative Technical Education provides students with the opportunity to learn both the traditional trades-based skills along with a variety of state-of-the-art technologies. Our students will develop the capabilities that will enable them to become independent, self-supporting, lifelong, productive contributors to, and prosper economically and emotionally in, an increasingly complex and technologically based society.

DUTIES AND RESPONSIBILITIES:

- Teach a Career and Financial Management class two periods a day: one in the AM /one in the PM
- Oversee the functioning of the CO-OP LEARN program.
- Coordinate the ordering, storage, and distribution of supplies to in house and CO-OP sites based classes.
- Make visits to site based classes as needed.

ELIGIBILITY REQUIREMENTS:

- Licensed, Appointed and Tenured New York City Department of Education Teacher

SELECTION CRITERIA:

- Successful interview.
- Demonstrated ability and willingness to carry out the above duties and responsibilities.
- Experience working with at-risk youth or minority populations in economically disadvantaged neighborhoods preferred.
- Documented record of excellent attendance and punctuality.
- Satisfactory rating in the last past year of service.
- Ability to communicate in English effectively both orally and in writing.
- Applicants may be asked to provide written references.

Duration of Position: From January 30th, 2008 – June 30th, 2008

SALARY: As per Collective Bargaining Agreement.

HOURS AND WORK SCHEDULE: Teacher Assigned – As per Collective Bargaining Agreement.

APPLICATION: Send letter of intent and resume by February 29, 2008 to:

Mr. Kenneth Stelzl, Principal I.A.

School of Cooperative Technical Education
321 East 96th Street, New York, NY 10128
(212) 369-8800 fax (212) 876-9290

Please specify: **Teacher Coordinator - CTE** in the subject line

Approved: Gary Barton

Gary Barton,
Division of Human Resources