

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

Posted Date: **June 7, 2007**  
Deadline: **June 29, 2007**

**PLEASE POST**

**TEACHER ASSIGNED VACANCY CIRCULAR # 23 2006-2007 for 2007-2008 School Year**

**POSITION: Teacher Assigned A**  
Career and Technical Education Cluster Leader (Division: Office of Portfolio Development)

**Location:** To be determined

**Reports To:** Director for Career and Technical Education

**POSITION SUMMARY**

Mayor Bloomberg and Chancellor Klein have made the creation of new school options, opportunities and choice an essential element of New York City's education reform effort. Schools Chancellor Joel I. Klein has outlined his goals for continued management and organizational transformation, building on Mayor Michael R. Bloomberg's call in his 2nd Inaugural Address to "strengthen the three pillars of our school reform" – Leadership, Empowerment, and Accountability – and to put "resources and authority where they belong: in the schools of our City". As part of this effort, the Office of Portfolio Development is designed to lead the DOE in ensuring an equitable and effective range of school and program options for students and families in New York City. The larger goal is to help move the system towards high achievement and greater equity and provide many paths to the same outcomes: a good education and preparation for college and productive citizenship. OPD is measured by the volume (i.e., appropriateness, needs based, not just sheer number), the quality and the sustainability of schools and programs. OPD will work collaboratively with principals, School Support Organizations, the Office of Student Enrollment Planning & Operations, Integrated Service Centers and other stakeholders to provide the following core services:

- (1) Portfolio Planning & Investment
- (2) School/Program Design & Start-Up Support and
- (3) School Sustainability & Intervention Planning

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Under the direction of the Director for Career and Technical Education, with latitude for the exercise of initiative and judgment, provides support, planning, development and implementation of initiatives that will support the sustainability and success of career based and technical programs in NYC. The CTE Cluster Leader will provide technical assistance in program development, implementation and evaluation of CTE programs within the 16 Career Clusters.

**CORE RESPONSIBILITIES**

- Assist with the identification, selection, production, utilization and evaluation of instructional and/or resource materials that are used in CTE programs and ensure all are in alignment with the CDOS, industry and New York State Learning Standards
- Help with the writing of the annual Perkins proposals and narratives as specified in the grant.
- Support and participate in the implementation of key, system-wide goals for CTE
- Work with school staff to help ensure that CTE program curricula and necessary components are rigorous, relevant, and meet industry standards by using the New York State Education Department (NYSED) Program Approval Process (PAP)
- Work with CTE teachers to ensure faithful implementation of approved programs aligned to academic and CDOS standards
- Work as content/cluster experts to help build the capacity of CTE teachers to teach to industry and NYSED standards
- Plan and implement programs based on the principles of Applied Learning
- Assist the Director to develop a framework to enhance post-secondary collaborations, including articulation agreements, using the NYSED Program Approval Process as the vehicle for connecting high school and college programs so that students will enroll in advanced placement, College-Now, and Tech-Prep programs

- Assist in the “re-visioning” of Career and Technical Education schools and programs with a focus on career preparation around the National 16 Career Clusters
- Provide technical assistance and support to School Support Organizations, their support staff, and school-based personnel relative to the development of occupational and career education programming to serve the needs of their diverse student populations.
- Provide support for the implementation of programs to utilize learning standards to integrate academic and technical disciplines
- Perform other assigned/appropriate duties as needed.

## QUALIFICATIONS

### Minimum Requirements

- Licensed Appointed and Tenured NYCDOE teacher
- Demonstrated experience with career and technical education programs and the Vocational and Technology Education Act (V-TEA).

### PREFERRED

- Demonstrates sophisticated understanding and ability to apply theories of group process, communication and organizational planning.
- Ability to effectively communicate and collaborate with others
- Attentive to detail, extremely well organized, able to work under pressure, and meet frequent and changing deadlines.
- Proficient in Microsoft Office applications and demonstrate strong analytical skills.
- Skilled with group problem-solving and working with complex concepts in a dynamic setting.
- Ability to organize facts and present information and figures in a clear, concise and logical manner, both orally and in writing.
- Excellent interpersonal skills in dealing with education and non-education personnel internal and external to the DOE.

**Hours:** 8:00 a.m. – 4:00 p.m. or 9 a.m. -5:00 p.m. - Monday through Friday  
As per UFT Collective Bargaining Agreement.

**Work Year:** School year plus five additional days during winter, spring, or summer vacation period.

**Salary:** As per UFT Collective Bargaining Agreement

**Application:** Send cover letter, resume via E-mail to:  
Jean-Claude Brizard ([jbrizar@schools.nyc.gov](mailto:jbrizar@schools.nyc.gov)) by June 29, 2007

### AN AFFIRMATIVE ACTION/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, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at [www.nycenet.edu/o eo](http://www.nycenet.edu/o eo).

Approved: Gary Barton  
Gary Barton  
Division of Human Resources