



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

Posted Date: May 25, 2011
Deadline: June 22, 2011

Teacher Assigned Vacancy Circular No. 27 2011-2012
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Teacher Assigned "A" Coordinator of Student Activities
(FOR INTERNAL CANDIDATES ONLY)

LOCATION: Virtual Enterprises International Central Office
Martin Luther King High School
122 Amsterdam Avenue, Room 251
New York, NY 10023

ELIGIBILITY REQUIREMENTS:

Licensed, Appointed and Tenured New York City Department of Education teacher, with a minimum of 5 years teaching experience.

SELECTION CRITERIA:

- Demonstrated knowledge and use of technologies to support the integration of technologies with curriculum.
- Demonstrated knowledge of a wide range of desktop applications including (but not limited to), Microsoft Office Suite.
- Demonstrated knowledge of working with databases.
- Excellent recordkeeping and reporting.
- Willingness to work a flexible schedule.
- Willingness to travel to schools throughout New York City
- Experience teaching Economics and/or business related courses.
- Demonstrated ability to plan, design, deliver, implement and evaluate large-scale professional development initiatives/programs.
- Demonstrated ability to coordinate work-based learning activities.
- Satisfactory record of attendance and punctuality.
- Experience working with VTEA grant proposals
- Excellent interpersonal, written and verbal communication skills.

DUTIES/ RESPONSIBILITIES:

- Assist in all aspects of running the Virtual Enterprises International Program, including the building of new sites, monitoring program outcomes, and professional development
- Assist with the organization, administration and implementation of activities related to the Virtual Enterprises Program, including the training of pedagogues in a variety of instructional approaches and the use of technology.
- Help develop and deliver professional development workshops and/or on-site support to teacher-coordinators and students in the VE program that support the goals and objectives of the program.
- Assist in the gathering of data and writing of all required reports and/or correspondence.
- Attend district, borough and citywide meetings and conferences as needed.

Hours: As per UFT Collective Bargaining Agreement
9:00 AM – 5:00 PM Monday Through Friday
School Year plus five additional days during winter, spring or summer recess pursuant to UFT Contract.

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by June 22, 2011 to:
iblanc@schools.nyc.gov

Iris Blanc, Director
Virtual Enterprises, International
Martin Luther King HS – Room 251
122 Amsterdam Avenue
New York, NY 10023

AN 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, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. 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 <http://schools.nyc.gov/OEO>

APPROVED: *Gary Barton* _____

Gary Barton, First Executive Director,
Office of Field and Information Services
Division of Human Resources and Talent