



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

Posted Date: May 27, 2011  
Deadline: June 24, 2011

PLEASE POST

Teacher Assigned Vacancy Circular No. 29 (School Year 2011 -2012)  
(Subject to Funding Availability)

**Position:** Teacher Assigned A **(For Internal Candidates Only)**  
Instructional Specialists supporting the Title IID (*Enhancing Education Through Technology*)  
Competitive Grants, Division of Talent, Labor & Innovation, multiple positions

**Location:** Various locations throughout New York City

**Eligibility:**

- Licensed, appointed, teacher and with a minimum of 3-5 years of satisfactory teaching experience

**Preferred Experience:**

- Tenured NYCDOE teacher
- At least one year of experience as an instructional technology staff developer
- Participation on an inquiry team

**Selection Criteria:**

- 3-5 years of satisfactory experience teaching, integrating or using instructional technology in NYC or other comparable schools
- Satisfactory experience in planning and implementing professional development (PD) activities, particularly in the area of instructional technology
- Strong familiarity with collaborative inquiry processes
- Demonstrated ability to incorporate technology into inquiry, including use of data systems and design of technology-supported instructional strategies
- Demonstrated ability to plan, design, deliver, implement and evaluate large-scale professional development initiatives/programs
- Demonstrated knowledge and use of national PD standards
- Demonstrated ability to develop technology-enhanced activities working directly with administrators, teachers, and students to create class projects and a cooperative learning environment
- Demonstrated knowledge and use of digital media and graphic arts
- Demonstrated knowledge of and practice with successful, researched-based model of adult learning and coaching
- Ability to develop training aides and instructional materials using a range of media
- Experience in curriculum development through Project-Based Learning
- Experience with online collaborative tools
- Excellent written, verbal and presentation skills
- Excellent record of attendance and punctuality
- Demonstrated ability to work as part of a team
- Willingness to travel to schools throughout New York City
- Experience in working on grant-funded programs a plus
- Experience and knowledge in web development and design a plus
- Experience and knowledge in curriculum mapping a plus
- Experience and knowledge in literacy, Math, Science and or Social Studies a plus
- Ability to work on weekends, after school, and during summer institutes a plus

**Duties and Responsibilities (May Vary According to Grant Needs):**

- Under the direction of the Technology Innovation Manager, work with SSOs, network teams, and SATIFs to implementing educational technology PD programs for school staff.
- Develop PD opportunities that support and embed instructional technology in the inquiry process
- Align technology-supported PD strategies to cluster, CFN, and inquiry team work
- Create PD opportunities that support Title IID goals by:
  - Offering direct service and PD to those providing a coaching type of role
  - Supporting push-in PD
  - Collaborating with core curricular instructional specialists
  - Creating a common language of instructional practices
  - Collaborating with partner organizations and non-public school partners



**Page 2-Teacher Assigned A Vacancy Circular No.29 2011-2012 Instructional Specialists supporting Title IID**

- Introduce technology rich curriculum projects in Literacy, Science, Social Studies and Mathematics
- Work with eligible schools to ensure effective instructional technology programs for coaches, instructional leaders, teachers, and students
- Facilitate knowledge management, via:
- Training on communication and collaboration tools
- Web development
- Online registration and tracking system for local PD
- Facilitate sharing of effective instructional practices via online tools and technology fairs
- Assist in the administration and evaluation of the Title IID grant
- Assist in preparation of reports to DAAR, SED, and partners
- Assist in planning conferences, institutes, and other program/initiatives on the use of emerging technologies and their application to teaching and learning
- Introduce and train school staff on cyber safety practices and acceptable use policies
- Facilitate, manage and monitor online collaborative communities
- Ensure that PD activities are in alignment with national standards, the New York State (NYS) Core Curriculum, the New York City (NYC) Performance Standards, the NYC Standards-Based Scope and Sequence for Learning, as applicable to core content areas and consistent with SSO and network instructional goals
- Represent NYCDOE at conferences dedicated to the integration of technology in support of Instruction. Attend and/or conduct a variety of meetings as assigned
- Assume other responsibilities within the scope of this title, as needed

**Hours:** As per UFT Collective Bargaining Agreement  
8:00 A.M. - 4:00.P.M. Monday through Friday

**Work Year:** As per UFT Collective Bargaining Agreement  
School year plus five additional days during winter, spring, or summer vacation.

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

**APPLICATION:**

- Send cover letter and Form OP-175 (Available in the schools and on DHR Website) resume, and a copy of appropriate license by June 24, 2011 via email to: Division of Talent, Labor & Innovation at [TitleIID@schools.nyc.gov](mailto:TitleIID@schools.nyc.gov)
- Please put "Title IID Competitive 2011-2012" in the subject line
- Include the above Teacher Assigned Vacancy circular number in your letter of application No faxes or mail will be accepted

**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, Executive Director,  
Office of Field and Information Services  
Division of Human Resources and Talent