

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

Posted Date: May 13, 2011
Deadline Date June 10, 2011

Teacher Assigned Vacancy Circular # 21 (School Year 2011-2012)
(Subject to Funding Availability)

Position: Teacher Assigned "A" iLearnNYC Implementation Coordinator
(FOR INTERNAL CANDIDATES ONLY)

In order to meet the Chancellor's strategic goal to accelerate student learning and close the achievement gap through innovative uses of technology, the NYC Department of Education (DOE) is launching iLearnNYC, a supplemental online learning program to expand access to high quality online learning opportunities. iLearnNYC will offer online courses for initial credit as well as credit recovery, and enhance the learning experience of traditional face-to-face classes by integrating online resources in a blended learning environment. iLearnNYC will help schools expand current boundaries of time and space that limit learning, enabling highly individualized learning to happen during and beyond the school day - from home, library, or anywhere students have access to online resources.

NYC DOE is currently piloting iLearnNYC with 4,000 students in 42 schools. The pilot will further our understanding of the benefits, challenges, requirements, and success measures for online learning in NYC and inform plans for large-scale expansion of iLearnNYC in 2011. The pilot is being implemented through the DOE's Office of Innovation.

The Implementation Coordinator works directly with schools and networks in facilitating deployment and support of online education courses and services to schools in New York City.

Location: 45-18 Court Square, Queens, NY & on-site school locations

Eligibility Requirements:

Current Appointed and Tenured New York City Department of Education Teacher in one or more of the following areas English/Language Arts, Humanities, Mathematics, Science, Special Education or ELL.

Selection Criteria:

- Advanced degree in English/Language Arts, humanities, mathematics, or science instruction; special education; English Language Learner support; or another related field
- Experience in implementing online learning in an educational setting
- Excellent communication and advocacy skills
- Experience in data management and analysis
- Well developed strategic thinking and planning skills
- Track record of leadership in the education sector
- Proactively and strategically works to meet short- and long-term goals
- Entrepreneurial, innovative leadership approach
- Highly motivated, self-directed team-player with a demonstrable history of success
- Ability to build relationships with diverse constituencies
- Experience providing professional development to other school professionals
- Record of excellent performance in previously held positions

Duties and Responsibilities

Includes the following:

Professional development/Capacity building

- Provide professional development and guidance to school-based personnel in the area of online learning to improve student achievement and accelerate student learning
- Assist school-based personnel in capturing and disseminating knowledge to and from schools. This includes best practices at the school and support team levels.
- Lead in the customization of support services, pilot programs and initiatives to meet the unique needs of principals, teachers, teams of teachers and their respective schools.
- Coordinate and support professional development activities between iLearnNYC and schools and networks; create training plan for school-based personnel including principals, teachers and support staff.
- Contribute to the communities of practice that are developed out of the Office of Innovation.

Problem-solving

- Provide guidance and resources to Principals, teachers, and school-based personnel to increase capacity and autonomy of each school. This includes frequent school visits to trouble-shoot and provide one-on-one support as necessary.
- Assist schools in troubleshooting areas related to technology, enrollment, scheduling and facilities; escalate issues requiring third-party intervention and track their resolution.

Strategic coaching

- Provide strategic coaching to principals and CFN staff to engender effective instructional practice and/or the provision of high-quality services related to online learning.

Advocacy

- Serve as an advocate for schools, engaging iLearnNYC and CFN leadership in potential policy changes.
- Identify shared challenges and advise accordingly regarding policy updates or changes.
- Advance a service-oriented culture designed to attain high levels of school and principal satisfaction with iLearnNYC and the Office of Innovation.

Communications

- Develop communicative relationships within the cohort of iLearnNYC schools, their network representatives, and partner organizations.
- Support principals' work to capture and disseminate knowledge among iLearnNYC schools. This includes best practice-sharing related to instructional and student service issues, and facilitating staff inter-network collaboration.
- Identify policy and implementation issues and bring back information to iLearnNYC centrally to help with development policies and processes to solve problems

Relationship to other DOE support structures

- Liaise, as appropriate, with the Office of Innovation and central leadership for purposes of fulfilling principal and school needs that must escalate beyond the iLearnNYC program and/or network team.
- Identify complex and systemic needs of schools and arrange for the provision of services to meet those needs; serve as an advisor to the other team members and network liaisons.
- Advise principals on when and how to seek additional resources and/or expertise from the system including iLearnNYC and network support structures.
- Assume a leadership role in shaping the internal and external imaging of iLearnNYC, assisting the team in identifying services for schools and identifying ways in which iLearnNYC can best position itself in service of school based staff.
- Work collaboratively within the iLearnNYC cohort of schools as well as with the other CFN network team members to share best practices and foster the network's cross-functionality.

SALARY/HOURS/WORK YEAR: As per UFT collective bargaining agreement

Application: Email your letter of application and resume by the close of business June 10, 2011 to:

Brendan Lyons, Director of Implementation
ILearnNYC
blyons5@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED: _____
Gary Barton
Gary Barton, Executive Director, Office of Field and Information Services
Division of Human Resources and Talent