

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

Posted Date: May 27, 2008  
Deadline: June 23, 2008

**Teacher Assigned Vacancy Circular No. 23 2008-2009 (for 2008-2009 school year )**

**Position:** Teacher Assigned A  
Office of Instructional Technology, Administrator of Title IID Grant(s) (*Enhancing Education Through Technology*)  
(Up to 16 Positions; Pending Funding)

**Location:** Various locations throughout the City

**Eligibility:** Licensed Appointed and Tenured NYCDOE teacher with a minimum of 5 years teaching experience.

**Selection Criteria:**

- 5 years experience teaching, integrating or using instructional technology in NYC schools
- Demonstrated ability to plan and deliver professional development
- Demonstrated ability to lead a team, and work as part of a team
- Demonstrated knowledge and use of national professional development standards
- Demonstrated ability to plan, design, deliver, implement and evaluate large-scale professional development initiatives/programs
- Demonstrated ability to plan projects, track tasks and meet deadlines
- Demonstrated ability to develop technology-enhanced activities working directly with administrators, teachers and students to create technologically integrated class projects and a cooperative learning environment
- Demonstrated knowledge of and practice with successful, researched-based model of adult learning and coaching
- Excellent written, verbal and presentation skills
- Demonstrated knowledge and use of presentation technology tools
- Excellent record of attendance and punctuality.
- Willingness to travel to schools throughout the assigned Borough
- Master's Degree in Education and/or Technology Education a plus

**Duties and Responsibilities:**

1. Working with the Borough Instructional Technology Director and school leaders helps implement Title IID grants, *Enhancing Education Through Technology*, for the integration of instructional technology in the Borough
2. Creates a variety of professional development opportunities to support various needs and learning styles and support IID Grant goals, by:
  - Offering direct service and professional development 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
  - Providing standardized toolkits for coaches
3. Monitors the professional development activities for Title IID funding for the Borough, ensuring all Title IID schools are served.
4. Introduces technology rich curriculum projects in Literacy, Science, Social Studies and Mathematics
5. Ensures effective instructional technology programs for all schools/staff in the IID Grant, i.e.:
  - Coaches
  - Instructional Leaders
  - Teachers
  - Students

6. Facilitates Knowledge Management, via:
  - Training on communication and collaboration tools
  - Online registration and tracking system for local PD
7. Facilitates sharing of best instructional practices
  - On-Line
  - Via Technology Fairs
  - Offer IPTV and Immersive Gaming services
8. Prepares related reports to OIT and the State Education Department
9. Collaborates with grant partners and coordinates professional development activities, i.e., Universities, consultants and vendors
10. Evaluates the services provided by grant partners and makes recommendations for improvement if necessary
11. Assists in the implementation of IID evaluation programs
12. Travels to all schools to assist and support instructional technology initiatives
13. Ensures that professional development 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 instructional goals
14. Assumes other responsibilities within the scope of this title, as needed

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

**Work Schedule:** As per collective bargaining agreement  
Monday through Friday, 9:00 a.m. – 5:00 p.m.

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

**Application:** Send cover letter, resume and copy of license via E-mail by: **June 23, 2008**  
**TO: [OIT@schools.nyc.gov](mailto:OIT@schools.nyc.gov)**  
**Please put Title IID Grant Administrator**  
**NO FAXES or MAIL applications 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  
Division of Human Resources