

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

**Posted Date:** March 12, 2014

**Deadline Date:** April 8, 2014

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 21 (2013-2014)**

**(Subject to Budget Availability)**

**POSITION:** Condom Availability Program (CAP) Coordinator

**(FOR INTERNAL CANDIDATES ONLY) – One Position**

Reporting to the Senior Director of School Support in the Office of School Wellness Programs, the CAP Coordinator will support high schools in creating and maintaining a Condom Availability Program that meets City requirements to make health information, health referrals and free condoms available to students in grades 9-12. The CAP coordinator will be in charge of planning and delivering training; coordinating the operations of CAP, including condom and materials orders from schools; providing technical assistance and support to schools; and developing systems, strategies and partnerships to expand and deepen CAP throughout the City

**LOCATION:** Various sites throughout the New York City.

**ELIGIBILITY:** Licensed, appointed and tenured New York City Department of Education teacher.

**SELECTION CRITERIA:**

- Licensed Teacher of health education and/or related field, preferred.
- Minimum of three (3) years' experience working with adolescents delivering health instruction and/or health-related services.
- Commitment to reducing health disparities and improving health outcomes among young people in NYC.
- Experience creating and implementing initiatives to improve student health and wellbeing, preferred.
- Experience researching, designing, and conducting professional development for teachers, preferred.
- Understanding of NYS and National Health Education Standards, and National Sexual Education Standards.
- Demonstrated excellence in interpersonal and organizational skills.
- Demonstrated ability to exercise initiative and independent judgment.
- Demonstrated ability to communicate effectively (written and verbal).
- Proficient with Microsoft Office Applications (Outlook, Word, Excel, PowerPoint).

- Excellent attendance and punctuality.
- CAP or similar applicable experience preferred.

**DUTIES/ RESPONSIBILITIES:**

- Coordinate CAP ordering system to ensure that schools receive timely deliveries of condoms and health education materials.
- Be the primary point of contact for schools, including managing the CAP email inbox, to provide assistance, share accurate policy and best practice information, and promote the program.
- Plan, coordinate and deliver CAP trainings to school-based staff throughout the year, with the possibility of designing, recommending and/or delivering additional professional development.
- Help schools strengthen health care linkages for students through a wide range of NYC community resources, including the NYC DOHMH, medical centers, local organizations, and other partners.
- Provide assistance to high schools in developing or maintaining a CAP through calls, emails, and site visits.
- Work with OSWP team members to better integrate CAP and health education, and to CAP as an important resource for students.
- Develop systems and communications to improve the efficiency and efficacy of CAP.
- Assist with the preparation of reports and documents.

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

**HOURS / WORK YEAR:** As per UFT Collective Bargaining Agreement  
9:00 A.M. - 5:00 P.M. Monday through Friday.

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

**APPLICATION:** Send cover letter, resume and copy of license(s) by

April 8, 2014 to:

Debra Cohen

Senior Director of Budget & Operations

Office of School Wellness Programs

52 Chambers Street – Room 219

New York, NY 10007

OR

by email to: [dcohen30@schools.nyc.gov](mailto:dcohen30@schools.nyc.gov)

**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, national origin, alienage and citizenship status, age, marital status, disability, sexual orientation, gender (sex) or prior record of arrest or convictions (except as provided by law), 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 1102, Brooklyn, NY, 11201.

**APPROVED:** \_\_\_\_\_ 

**Charles Peeples, Executive Director, Office of Field Services & Information  
Division of Human Resources & Talent**