

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

Posted Date: October 7, 2014
Deadline Date: October 21, 2014

TEACHER ASSIGNED VACANCY CIRCULAR NO. 25 2014- 2015

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Teacher Assigned A: Dial-A-Teacher Field Coordinator
(INTERNAL CANDIDATES ONLY)

LOCATION: UFT Dial-A-Teacher Program
50 Broadway – 9th Floor
New York, New York 10004

ELIGIBILITY REQUIREMENTS: Licensed and appointed permanent New York State Teacher certification.

SELECTION CRITERIA:

- A minimum of 5 years of teaching experience.
- Currently employed as a Teacher
- Experience working for Dial-A-Teacher.
- Knowledge of curriculum content and a wide variety of methods, approaches, and resources for supporting student learning.
- Demonstrated ability to establish rapport and communicate effectively on the telephone while clarifying and reinforcing difficult learning concepts.
- Knowledge of New York City public school programs, community resources and services.
- Experience in providing parent workshops that support student academic achievement.
- Preference will be given to ATRs

DUTIES AND RESPONSIBILITIES: Perform the following tasks under the direction of the appropriate area supervisor:

- Utilize online textbook information and resources to assist callers.
- Actively promote student and parent utilization of Dial-A-Teacher services in the classroom/school/community.
- Develop partnerships with community-based organizations to promote the Dial-A-Teacher program.
- Serve as a resource for parents on Issues related to education.
- Develop and implement new workshops for parents, meeting a variety of needs.
- Develop professional development workshops for Dial-A-Teacher staff members.
- Schedule parent workshops throughout the city.
- Prepare materials for parent workshops.
- Monitor effectiveness for parent workshops and modify as necessary.
- Provide assistance or advice in response to parent inquiries as they are received on how to help children more effectively with school work.
- Provide information to parents about teaching and learning strategies used in schools, as well as community resources available to parents and their children.
- Inform the program director of trends and developments regarding parents' interests, children's needs and school-community needs.
- Assist with overall coordination of the Dial-A-Teacher program.

WORK SCHEDULE: Monday through Friday, 8:40 A.M. TO 3:30 P.M.

SALARY: As per Collective Bargaining Agreement.

APPLICATION: Send cover letter, resume, and copies of state certification forms to:

Anthony Harmon, Director
UFT/Dial-A-Teacher Program
50 Broadway, 14th Floor
New York, NY 10004
By October 21, 2014;

Please note, Incomplete or late applications will not be considered in the selection process.

An Equal Opportunity Employer

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APPROVED: _____



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