

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

Posted Date: September 5, 2008

Deadline: October 7, 2008

PLEASE POST

Teacher Assigned A Vacancy Circular # 3 2008 -2009

POSITION: Instructional Technology Specialist, Magnet Schools Assistance Program
Teacher Assigned A, (MSAP) District 22
(SUBJECT TO FUNDING AVAILABILITY)

LOCATION: Integrated Service Center Satellite, 5619 Flatlands Avenue, Brooklyn, New York
11234. This position will require travel within District 22.

ELIGIBILITY: New York City Department of Education licensed and tenured teacher.

The MSAP Instructional Technology Specialist will be responsible for planning, coordinating, and implementing the technology component of the District 22 magnet program. This position will support technology integration at the four magnet schools, engaging in both instructional and professional development activities that incorporate effective educational practices and new technology tools into the magnet curriculum. Additionally, the Instructional Technology Specialist will assist the Project Director and the magnet schools in developing a variety of products and documents using technology.

REPORTS TO: Project Director, Magnet Schools Assistance Program (MSAP) – District 22

MAJOR RESPONSIBILITIES:

- Assists schools in the implementation of the MSAP technology component and magnet theme-related activities to achieve project goals and activities
- Designs and implements technology integration activities in the magnet schools
- Identifies appropriate technology resources for use in district-based and school-based magnet activities
- Develops MSAP materials, products and technology tools, such as flyers, brochures, advertisements, websites, databases and documentation templates
- Supports classroom instruction by assisting teachers in planning and delivering thematic lessons and units through technology
- Models best practices in using instructional technology to bolster student performance
- Provides professional development to magnet schools that results in increased ability to infuse technology into classroom instruction
- Trains educational staff and others in the use of technology to foster collaboration among schools, parents, partnerships and the community
- Works with classroom teachers to improve student skills, including learning basic software applications, using the internet, conducting research and creating multi-media presentations and products
- Facilitates the use of technology in areas that enhance the schools' magnet themes, such as teleconferencing and distance learning, communications, art and graphic design, publishing, student performances and video productions
- Assists and/or advises the Project Director and the magnet schools on the purchase, installation and maintenance of technology equipment
- Assists the Project Director and the schools with other aspects of the magnet program, including parent outreach, recruitment, program documentation and evaluation

• **Selection Criteria**

- Experience in staff development/teacher training
- Strong knowledge of classroom applications of instructional technology
- Demonstrated ability in facilitating standards-based instructional practices that lead to increased student achievement
- Experience in curriculum development and implementation
- Knowledge of educational needs of a diverse student population

- Ability to use technology applications in differentiated instruction
- Excellent understanding of the role of data in designing and modifying professional development activities
- Expertise in creating multi-media materials, documents and other products using technology
- Ability to work collaboratively with magnet and other educational staff, and to serve as a resource relative to all MSAP technology-related issues
- Superior organizational skills needed to support a multi-faceted MSAP technology component, including maintaining required program records and documentation
- Ability to be creative, flexible and project-oriented in a large, grant-funded initiative serving multiple schools
- Excellent communication and interpersonal skills in dealing with all of the constituencies involved in the magnet program

SALARY: As per Collective Bargaining Agreement

WORK YEAR / HOURS: As per Collective Bargaining Agreement

APPLICATION:

To apply please submit resume and cover letter, no later than **October 7, 2008** to:

Joseph.Gallagher@schools.nyc.gov

NOTE: The filling of all positions is subject to budget availability.

An Equal Opportunity Employer

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APPROVED Gary Barton
Gary Barton
Division of Human Resources