

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

Posted Date: September 5, 2014

Deadline Date: October 7, 2014

Teacher Assigned Vacancy Circular No. 22 (2014-2015)
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Teacher Assigned "A" -- Virtual Enterprises Program Coordinator
(FOR INTERNAL CANDIDATES ONLY)

LOCATION: Virtual Enterprises International Central Office
Martin Luther King High School
122 Amsterdam Avenue, Room 251
New York, NY 10023

ELIGIBILITY REQUIREMENTS:

Licensed, Appointed, and Tenured New York City Department of Education teacher, with a minimum of 5 years teaching experience.

SELECTION CRITERIA:

- Demonstrated knowledge of curriculum, instruction and assessment
- Demonstrated knowledge and use of technologies to support instruction
- Demonstrated use of data to manage learning outcomes.
- Ability to foster a culture of excellence through personal leadership
- Excellent recordkeeping and reporting.
- Willingness to work a flexible schedule.
- Willingness to travel to schools throughout New York City
- Experience teaching Economics and/or business related courses.
- Demonstrated ability to plan, design, deliver, implement and evaluate large-scale professional development initiatives/programs.
- Satisfactory record of attendance and punctuality.
- Experience working with budgets and VTEA grant proposals
- Excellent interpersonal, written and verbal communication skills.

DUTIES/ RESPONSIBILITIES:

- Assist the Director in all aspects of running the Virtual Enterprises International Program, including the building of new sites, monitoring program outcomes and assessments, review and updating curricula, and professional development
- Assist the Director in the implementation of policies, procedures, budgetary matters and issues related to program objectives.
- Assist with the organization, administration and implementation of activities related to the Virtual Enterprises Program, including the training of pedagogues in a variety of instructional approaches and the use of technology.
- Help develop and deliver professional development workshops and/or on-site support to teacher-coordinators and students in the VE program that support the goals and objectives of the program.
- Assist in the gathering of data and writing of all required reports and/or correspondence.
- Attend district, borough and citywide meetings and conferences as needed.

Hours: As per UFT Collective Bargaining Agreement
9:00 A.M. – 5:00 P.M. Monday through Friday

Hours: As per UFT Collective Bargaining Agreement
School Year plus five additional days during Winter, Spring or Summer recess pursuant to UFT Contract.

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by **October 7, 2014**
to: jjastre@schools.nyc.gov

John Jastremski, Associate Director
Virtual Enterprises, International
Martin Luther King HS – Room 251
122 Amsterdam Avenue
New York, NY 10023

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED

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