

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

Posted Date: September 17, 2008
Deadline: October 20, 2008

PLEASE POST

Teacher Assigned Vacancy Circular No. 8 2008-2009 for September 2008 – June 2009 School Year

Position: Teacher Assigned A
Borough Instructional Technology Specialist (BITS)
Office of Instructional Technology; Multiple 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 deliver professional development
- Demonstrated knowledge and use of national professional development standards
- Demonstrated knowledge of digital media
- Demonstrated ability to plan, design, deliver, implement and evaluate large-scale professional development initiatives/programs
- 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 and use of animation, graphic designs, audio and video production
- Demonstrated knowledge of and practice with successful, researched-based model of adult learning and coaching
- Ability to develop training aides and instructional materials using a range of media
- Experience supporting digital documentary work
- Experience and knowledge of robotics
- Excellent written, verbal and presentation skills
- Demonstrated knowledge and use of presentation technology tools
- Excellent record of attendance and punctuality
- Demonstrated ability to work as part of a team
- Experience with online collaborative tools
- Willingness to travel to schools throughout the City
- Master's Degree in Education and/or Technology Education a plus

Duties and Responsibilities:

1. Working with the Borough Instructional Technology Director, SSO leaders and school leaders, helps implement the citywide plan for the integration of Instructional Technology in the Borough, by planning and implementing professional development programs for school staff.
2. Creates a variety of professional development opportunities to support various needs and learning styles, to support SSO 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. Creates and monitors the professional development activities for Title IID Funding, *Enhancing Education Through Technology*, for the Borough, ensuring all Title IID schools are served.
4. Introduces technology rich curriculum projects in Literacy, Science, Social Studies and Mathematics
5. Works with the Borough Instructional Technology Director and all SSOs and to ensure effective instructional technology programs for all schools/staff in the Borough, i.e.: Coaches, Instructional Leaders, Teachers and Students
6. Consults with school leaders to create effective instructional technology plans for the school, long and short term
7. Assists school leaders and staff with accessing, reading, interpreting and using various data and assessment tools
8. Facilitates Knowledge Management, via:
 - Training on communication and collaboration tools
 - Web Development (CMS training)
 - Online registration and tracking system for local PD
9. Facilitates sharing of Best Instructional Practices
 - On-Line
 - Via Technology Fairs
 - Offer IPTV and Immersive Gaming services

10. Works to ensure equity of instructional technology resources citywide
11. Administers and monitors professional development for all grant programs
12. Prepares related reports to OIT and SSOs
13. Assist in planning Borough and City conferences, institutes and other program/initiatives for the team and on the use of emerging technologies and their application to teaching and learning
14. Introduces and trains staff on Cyber safety practices
15. Assists in the implementation of citywide evaluation programs
16. Identifies and shares best practices and instructional materials and works to ensure consistent and effective application of best practices for integrating technology into the core content instruction. Develops effective relationships to ensure the smooth flow of information and work process
17. 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
18. Represents the Borough at State and National conferences dedicated to the integration of Technology in support of Instruction. Attends and/or conducts a variety of meetings as assigned
19. Assumes other responsibilities within the scope of this title, as needed

Hours: As per UFT Collective Bargaining Agreement 8:00 a.m. – 4:00 p.m. - Monday through Friday

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

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license via E-mail by: **October 20, 2008**

TO: OIT@schools.nyc.gov

Must put "**BITS Position**" in Subject Line

NO FAXES or MAIL applications will be accepted.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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Approved: Gary Barton
Division of Human Resources