

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

Posted Date: May 27, 2008
Deadline: June 23, 2008

Teacher Assigned Vacancy Circular No. 24 2008-2009 (for 2008-2009 school year)

Position: Teacher Assigned A
Office of Instructional Technology, Borough Instructional Technology Specialist
(Multiple Positions)

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
- Conceptualized, designed, planed and produced interactive media materials
- 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
- 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
- Willingness to work a flexible schedule
- Willingness to travel to schools throughout the assigned Borough
- 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.:
 - o Coaches
 - o Instructional Leaders
 - o Teachers
 - o Students
6. Facilitates Knowledge Management, via:
 - Training on communication and collaboration tools
 - Web Development (CMS training)
 - Online registration and tracking system for local PD
7. Facilitates sharing of Best Instructional Practices
 - On-Line
 - Via Technology Fairs
 - Offer IPTV and Immersive Gaming services
8. Works to ensure equity of instructional technology resources Borough wide
9. Administers and monitors professional development for all grant programs
10. Prepares related reports to OIT and SSOs
11. 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
12. Introduces and trains staff on Cyber safety practices
13. Assists in the implementation of Borough wide evaluation programs
14. 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
15. 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
16. 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
17. Assumes other responsibilities within the scope of this title, as needed

Salary: As per UFT Collective Bargaining Agreement

Work Schedule: As per collective bargaining agreement
Monday through Friday, 9:00 a.m. – 5:00 p.m.

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

Application: Send cover letter, resume and copy of license via E-mail by: **June 23, 2008**

TO: OIT@schools.nyc.gov

Please put Borough Instructional Technology Specialist in Title

NO FAXES or MAIL applications will be accepted.

AN AFFIRMATIVE ACTION/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, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), 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 923, Brooklyn, New York 11201, or visit the OEO website at www.nycenet.edu/o eo.

Approved: *Gary Barton*
Gary Barton, Division of Human Resources