

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

**Posted Date: September 8, 2011
Deadline Date: October 7, 2011**

Teacher Assigned Vacancy Circular No. 2 (for the 2011– 2012 School Year)
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Site Implementation Manager
(Teacher Assigned A)

LOCATION: TBA

ELIGIBILITY: New York City Department of Education licensed, appointed, and tenured teacher **(FOR INTERNAL CANDIDATES ONLY)**

SELECTION CRITERIA:

- Minimum of three (3) years of satisfactory, full time experience as appointed, license, tenured teacher and/or staff developer/teacher. Eight (8) years of minimum experience working in Middle and High School Math is preferred.
- Masters Degree in Education or a related field
- Experience researching, organizing, and conducting education-based professional development
- Experience with instructional content development and implementation
- Ability to build strong relationships with various stakeholders and to motivate teachers and peers to meet ambitious goals
- Active listening and efficient capture/categorization of feedback
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment
- Excellent strategic thinker and exceptional goal orientation
- Ability to write cogent documents

DUTIES AND RESPONSIBILITIES: Under the supervision of the Director of Field Operations, the Site Implementation Manager will:

- Assist with the creation and maintenance of a school-based learning environment that supports the School of One mission
- Collaborate with school-based academic team to understand effectiveness of content implementation strategies
- Document and facilitate the development of instructional best practices specific to the School of One model
- Collect feedback from school-based teams to inform School of One practices and manage the feedback loop
- Model academic best practices in the School of One instructional modalities
- Support the Math Director in feedback cycles, teacher informal evaluations, mentorship of new staff/TRs, preparing for Common Planning

SALARY: As per UFT Collective Bargaining Agreement

WORK SCHEDULE: As per UFT Collective Bargaining Agreement
Monday – Friday; 8:00 AM to 4:00 PM

APPLICATION: Please apply in writing expressing your interest and qualifications including copies of your teaching credentials, resume, and file number by October 7, 2011 to:

Jonathan Werle: jwerle@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED: Gary Barton
Gary Barton, Executive Director
Division of Human Resources and Talent