

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. 7 2008-2009 for September 2008 – June 2009 School Year**

**Position:** Teacher Assigned A  
Title IID (*Enhancing Education Through Technology*) Competitive Grant Instructional Specialist  
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 assigned Borough
- Experience in working on Grant-Funded Programs a plus
- Master's Degree in Education and/or Technology Education a plus

**Duties and Responsibilities (May Vary According to Grant Needs):**

1. Working with the Borough Instructional Technology Director, 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, as defined by a Title IID grant.
2. Creates a variety of professional development opportunities to support various needs and learning styles, to support Title IID 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
  - Collaborating with partner organizations and non-public school partners
3. Creates and monitors the professional development activities for Title IID Funding, 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 eligible schools to ensure effective instructional technology programs for all schools/staff for eligible schools, i.e.: Coaches, Instructional Leaders, Teachers, 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. Assists in the administration of the Title IID grant
9. Prepares related reports to OIT, SED and partners

10. Assists 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
11. Introduces and trains school staff on Cyber safety practices
12. Assists in the implementation of the Title IID evaluation programs
13. Facilitates, manages and monitors online collaborative communities, as necessary
14. Prepares and manages documentation and recordkeeping related to offering workshops (confirmation of registrants, sign in sheets, surveys etc.)
15. 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
16. 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
17. 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
18. 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](mailto:OIT@schools.nyc.gov)

Must put **Title IID COMPETITIVE** in the subject line

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](http://www.nycenet.edu/o eo).

Approved: Gary Barton

Division of Human Resources