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

Posted Date: May 2, 2012
Deadline Date: May 31,2012

Teacher Assigned Vacancy Circular No 2 (for 2012-2013) School Year
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Career and Technical Education Leader

LOCATION: TBD

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.
- Masters Degree in Education or a related field
- Experience in Career and Technical education, State Education Department or school development
- Excellent interpersonal skills in dealing with education and non-education personnel internal and external to the DOE.
- Should thrive in and enjoy working in a team-oriented environment.

DUTIES AND RESPONSIBILITIES:

- Support CTE core team's efforts to provide guidance and resources to principals, school administrators, and school-based personnel around CTE program approval to increase the operational/administrative capacity to become a city and state-approved CTE school
- In partnership with the Director, manage the evaluation and development phases of the program approval process, including reviewing of schools' self-evaluations, providing feedback, monitoring implementation, and offering recommendations on resources to principals, school administrators, and school-based personnel to improve the rigor of CTE programs
- Leading and conducting school site visits as part of the program approval process; provide assistance in troubleshooting and problem-solving instructional issues at schools; and offering one-one-on support, as needed.
- Provide strategic planning to principals and school staff regarding resource optimization, talent management, and alignment of operational resources to increase rigor of CTE programs.
- In collaboration with CTE core team, implement policies advancing efforts needed to enhance coaching and general capacity to support cohorts of schools as they move through the process toward approved status with the State Education Department.
- Serve as an advocate for CTE school-based staff, advising NYC DOE leadership in potential policy changes.
- Oversee efforts to secure a pool of CTE content experts in each of the career clusters and/or pathways to conduct school evaluations
- Trouble-shoot, problem-solve, and anticipate issues that affect CTE schools in development and ongoing operation.
- Using the program approval form as a guide, identify areas of CTE schools that are in need of administrative and/or operational training and ensure that training opportunities are provided to each school.
- Design and deliver professional development for school-based professionals based on school needs.
- Identify complex and systemic needs of CTE schools and arrange for the provision of services to meet those needs; serve as an advisor to schools on CTE programmatic questions.

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 close of business, May 31, 2012 to:

CTEinfo@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED: _____
Charles Peeples, Executive Director
Division of Human Resources & Talent