Brooklyn Democracy Academy

VACANCY CIRCULAR NOTICE TEMPLATE 2019-2020

NOTES:

1. An ad submitted without a deadline will be posted for a mínimum of 20 School Days.
2. Please be mindful that a Per Session activity **CANNOT** start until an ad has been posted for a mínimum of 20 school days.
3. Please do not alter the format of the template below as it is the format required to update the new NYCDOE Per Session webpage. Simply:
    a. enter the required information (areas in **RED**),
    b. rename and save the document using the name of the activity, and
    c. forward the Per Session Advertisement request to PerSessionStaff@schools.nyc.gov

PER SESSION VACANCY CIRCULAR (VC) NOTICE # 9

2019-2020 School Year

Post Date: 04/01/2020
Deadline: 06/26/2020

(CONTINGENT UPON FUNDING AVAILABILITY)

POSITION: Remote Learning Technical Support
LOCATION: Brooklyn Democracy Academy 23K643

ELIGIBILITY REQUIREMENTS:
New York City Department of Education licensed teacher.
SELECTION CRITERIA:

At least three (3) years of satisfactory (Highly Effective/Effective) experience within the NYCDOE.

DUTIES/ RESPONSIBILITIES:

This position will provide assistance to all staff with getting live instruction and office hours up and active. Additional supports will include maintenance of the school website to increase communication with the school community.   This position will also be responsible for providing PL sessions and hosting office hours to assist staff on using platforms for instruction.

WORK SCHEDULE:
Approximately 10 hours per week, that will occur through the duration of 2019-2020 SY.

SALARY:
Per Session rates as per the Collective Bargaining Agreement. Contingent Upon Funding Availability. *(UFT or relevant Union/Organization).*

APPLICATION INSTRUCTIONS:
Send application: OP 175, copy of resume and cover letter by **May 21, 2020** to: yperalta8@schools.nyc.gov.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER 9 ON YOUR APPLICATION

If you have any questions about this activity, please e-mail Yesenia Peralta at yperalta8@schools.nyc.gov .