July 2021 \_\_\_ Posted Position July 2021

POSITION: Per Session Coordinator – Queens

TERM: 3 Year Term – New for 3rd year (7/21 to 6/22) of three (3) year term

LOCATION: 3450 E. Tremont Avenue, Bronx, NY 10465

HOURS: 8:30 A.M. – 3:30 P.M.

ELIGIBILITY: Regularly appointed teacher with satisfactory rating in NYC Department of Education. Mastery of computer technology and the implementation of technology-based instructional methods to enhance student learning.

DUTIES &

RESPONSIBILITIES: 1. Coordinate all Per Session Home Instruction

 assignments for the borough of Queens

1. Act as a liaison with CSEs, schools of affiliation,

testing coordinators and various social agencies

1. Work 2 hours per day in the Per Session Home

Instruction program

1. Assist teachers, students and parents in effectively

linking standards, curriculum, instruction and

assessment. Ability to multi-task, heavy phone and email volume.

SELECTION CRITERIA: 1. Minimum of 2 years Home Instruction experience

1. Ability to work successfully with administrators, teachers, parents, and students involved with the Home Instruction Per Session program
2. Knowledge of regulations and procedures involved with the Home Instruction Per Session program
3. Knowledge of standardized testing procedures for students in grades 3 – 12

5. Ability to demonstrate outstanding organizational and communication skills

APPLICATION: Submit letter of intent indicating qualifications by close of business Wednesday, July 23th 2021 to:

 Ramona Pizarro, Principal

 Home Instruction Schools

 3450 E. Tremont Avenue

 Bronx, NY 10465

 Or email to rpizarr@schools.nyc.gov