

**GARY HECHT**  
Superintendent

**BARBARA JOSEPH**  
Deputy Superintendent  
**HELEN KAUFMAN**  
Deputy Administrative Superintendent  
**ROBERTO E. TILLMAN**  
Director of Operations

**DISTRICT 75 VACANCY CIRCULAR # 8, 2011-2012 School Year**

**Post Date: 9-6-2011**  
**Filing Date: \*10-14-2011**

**Position:** American History Grant Project Coordinator  
Teacher Assigned "A"

**Location:** District 75 Citywide Programs

**Eligibility:** Licensed, tenured NYCDOE Teacher currently serving in District 75

**Selection Criteria:**

- Knowledge of American History content as aligned with the NYS Standards.
- Knowledge and understanding of how a funded program is written, implemented, evaluated, reimbursed and appropriate vendors secured and paid for.
- Knowledge of District 75 Social Studies initiatives.
- Knowledge of technology including iMovie and all Microsoft Office Programs preferred.
- Excellent oral and written communication skills.
- Excellent record of attendance and punctuality.
- Demonstrated flexibility in work schedule.
- Willing to travel citywide to conduct field support visits and recruit teachers for TAH participation.

**Duties and Responsibilities:**

- Ensure that the American History Grant is carried out as per the proposal.
- Coordinate all facets of the work for the grant.
- Develop and conduct training for staff.
- Articulate with staff, students and parents.
- Attend state and/or federal conferences.
- Perform other related work as deemed necessary by the superintendent and/or her designees.

**Work Year:** Teacher Assigned "A" as per Collective Bargaining Agreement

**Salary:** As Per UFT Collective Bargaining Agreement

**Application:** Send cover letter and resume by \* extended deadline date of  
**October 14, 2011** to:

***Kathleen Lefevre – Director of Curriculum and Instruction***  
***District 75 Citywide Programs***  
***400 1<sup>st</sup> Avenue, Room 60***  
***New York, NY 10010***

**APPROVED:** *Catherine Annunziati*  
Director of Human Resources

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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