**[SCHOOL]**

(subject to budget availability and student enrollment)

**Posting Date: [to be completed at the school level]**

**Position:**  Assistant Principal School-Based Virtual Learning (SBVL) – Pro Rata Supervisory Assignment

**License/Eligibility Requirement:** [**to be completed at the school level**]

**Location:** **[to be completed at the school level: school or remote**]

**Position Summary:** The School-Based Virtual Learning program was established in the 2023 contract. SBVL programs are taught by current school-based teachers and supervisors and are attended by current students.

NYCPS supervisors will supervise and oversee the implementation of pro rata teaching assignments that are offered as part of the school-based virtual learning program. Supervisors may also be responsible for supervising per session activities.

**QUALIFICATIONS:**

* Knowledge of New York State and City Standards applicable to the course.
* Demonstrated ability to work collaboratively with staff.
* Expertise and demonstrated experience in the implementation of virtual teaching and learning and supervising virtual teaching and learning.
* Demonstrated ability with verbal, written and interpersonal communication skills.
* Evidence of effectively using technology and online learning, communication, and other Edtech tools, as appropriate.
* Satisfactory record of punctuality and attendance.
* Rated Satisfactory, Effective, or Highly Effective in each of the last 2 school years.

**PREFERRED CRITERIA:**

* Demonstrated skill in implementing and facilitating collaborative learning in an online learning environment.
* Comfortable working independently in a virtual environment.
* Experience using a full Learning Management System.
* Experience with a variety of Edtech tools used to enhance instruction and create engaging and dynamic online lessons.
* Schools may customize their posting to include some of following preferred Criteria:
  + Ability to speak a particular language.
  + Applicant has experience using a school-specific platform and/or Learning Management System
  + Minimum of **four (4) years** of supervisory experience.

**DUTIES AND RESPONSIBILITIES:**

* Directly supervise and evaluate all staff, including teachers and support staff, in the (a) pro rata instructional program/teaching assignments and (b) per session activities.
* Evaluate all staff and provide feedback and observation reports.
* Responsible for implementation of all operational tasks including but not limited to staffing decisions, timekeeping, attendance and ATS/STARS data entry.
* Facilitate and monitor online instruction groups/discussions.
* Facilitate and monitor online communication between students, staff and families.
* Incorporate and comply with FERPA and AUP, and communicate privacy guidelines to students.
* Select and use a variety of online tools as appropriate to the course and student needs.
* Use a variety of communication technologies for teaching and learning.
* Apply technical troubleshooting skills (e.g., downloading plug-ins, uploading assignments).
* Develop and provide professional development and support including, but not limited to, identifying best practices, addressing challenges, and assessing efficacy.

**WORKING CONDITIONS & LOCATION:**

* Term: This posting is for **[to be completed at the school level]**
* Schedule: **[To be determined at the school level]**
* Work location: **[to be completed at the school level, in school building or remote]**
* Salary: All CSA-represented titles will be paid at the pro-rata rate of a supervisor

**APPLICATION INSTRUCTIONS:**

Please be sure application includes cover letter, resume and your 6-digit file number.   
Please send application via email to the following email address: **[insert school name/email]**

**Applications will be accepted through [FILL IN]**

EQUAL OPPORTUNITY EMPLOYER

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