

**Instructions**

Each virtual course needs a teacher posting for at least 20 school days prior to the course starting. The posting template needs to be customized with all boxes filled in so that teachers have the information needed to determine if they are going to apply. Leaving these areas as “TBD” is not sufficient.

This annotated version of the template provides guidance. Please also see the [School Based Virtual Learning Guidance for High Schools \(2024-25\)](#).

**School:** \_\_\_\_\_

(subject to budget availability and student enrollment)

**Commented [A1]: School:** Write the school name.

**Posting Date:** \_\_\_\_\_

**Commented [A2]: Posting Date:** Include the date the job is posted

**Position:** School-Based Virtual Learning (SBVL) Teacher

**Course:** \_\_\_\_\_

**Commented [A3]: Course:** Each job posting must be for one course.

**SBVL Teacher Model:** \_\_\_\_\_

**Commented [A4]: SBVL Teacher Model:** Indicate if the course will take place during the school day, as part of a modified schedule for the teacher, or will be paid pro-rata.

**License/Eligibility Requirement:** \_\_\_\_\_

**Commented [A5]: License/Eligibility Requirement:** School to complete based on the course.

**Location:** \_\_\_\_\_

**Commented [A6]: Location:** Indicate if the teacher will be at the school to teach the course or if the teacher may be remote.

**Position Summary:**

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

SBVL teachers will deliver instruction to and communicate with high school students using the internet and other technological platforms. SBVL teachers are licensed high school grade level teachers who will teach students virtually.

Selected teachers will be expected to participate in professional learning workshops prior to the commencement of this assignment during the workday. Should professional learning be offered outside of the contractual workday, staff will be paid in a manner consistent with the contract. SBVL teachers will perform all required duties as in a regular class. Duties and responsibilities are intended to emulate traditional teaching paradigms and create an equitable learning experience.

**QUALIFICATIONS:**

- Minimum of **[two (2) to four (4)] years** of teaching experience as a regularly appointed teacher.
- Knowledge of New York State and City Standards applicable to the course.
- Licensed to teach the course.
- Expertise and demonstrated effectiveness in teaching in a synchronous, live online learning environment and designing and delivering online lessons.
- Willingness to promote online dialogue to deepen the learning experience.
- Demonstrated ability with written and oral communications, which includes the delivery of digital presentations.
- Evidence of effectively using online learning, communication, and other Edtech tools, as appropriate.
- Satisfactory record of punctuality and attendance.
- Rated Satisfactory, Developing, Effective, or Highly Effective in the previous school years.

**Commented [A7]:** Choose the minimum years of teaching required here.

**PREFERRED CRITERIA:**

- Demonstrated skill in 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:
  - Applicants may be asked to facilitate a demonstration lesson or planning activity.
  - Ability to speak a particular language.
  - Applicant has experience using a school-specific platform and/or Learning Management System.

**DUTIES AND RESPONSIBILITIES:**

- Modify engaging content and appropriate assessments in an online environment.
- Design and implement online instruction and develop online activities and authentic assessments to measure mastery.
- Provide quality instruction to students using asynchronous and synchronous teaching methods.
- Facilitate and monitor online instruction groups/discussions to promote learning through higher-order thinking and group interaction.
- Online communication between students and teachers is a significant component and should mimic in person communication. Therefore, teachers are expected to monitor and respond to all student communications and grade assignments promptly.
- 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).
- Participate in professional development activities including, but not limited to, identifying best practices, addressing challenges, and assessing efficacy, throughout the duration of service.

**WORKING CONDITIONS & LOCATION:**

- **Term:** This posting is for [redacted]
- **Schedule:** [redacted]
- **Work location:** [redacted]
- Class size: is subject to the contractual and statutory class sizes, as applicable.
- Teachers must provide instruction synchronously and/or asynchronously during programmed periods; lessons and units must meet content standards. Digital curriculum is provided as a resource.
- Rate of pay: Consistent with CBA.

**Commented [A8]: Term:** Indicate the term (e.g., Spring 2025)

**Commented [A9]: Schedule:** Use the dropdown to select School day, After school/Evening, or Weekend; should be consistent with the SBVL Teacher Model. Then indicate the time that the course will be scheduled (e.g., Monday-Thursday 4-5:15pm or Saturday mornings 10-11am). Schedule modifications may be considered in consultation with the selected teacher.

**Commented [A10]: Work location:** Location should match what is indicated above.

**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: [REDACTED]

**Commented [A11]:** Provide an email address where applications are received.

**Applications will be accepted through** [REDACTED]

**Commented [A12]:** Indicate the deadline to apply.

**EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>