

<b>Job Title</b>	Teaching Fellows Program Manager
<b>PVN ID</b>	BK-1907-003159
<b>Category</b>	Managerial and Professional
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 02, 2019 (Or Until Filled)

## General Description

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### NYC Department of Education Liaison

- Serve as Brooklyn College Teaching Fellows liaison with DOE Office of Teacher Recruitment and Quality
- Review the eight yearly reports written by our field consultants who visit Fellows as part of their alternative certification requirement (8 X 330 = 2640)
- Develop yearly goals for our Teaching Fellows Program for submission to and review by the DOE Office of Teacher Recruitment and Quality
- Prepare mid-year and end-of-year reports, reflecting academic progress of all Fellows

### Brooklyn College/School of Education Liaison

- Work with Office of Graduate Admissions and Health Office to get applications processed work with Registrar's Office to get Fellows registered for initial classes, establishing transcripts online, allowing for loan deferral, etc.
- Coordinate with Campus Security access to campus, issuing of college ID's, parking
- Coordinate with IT getting Fellows BC e-mail addresses (which allows them access to computer systems, wi-fi, etc.)
- Work with Program Coordinators/Faculty to develop curricular strands appropriate for in-service teachers

### Planning and Scheduling

- Schedule and staff Summer Immersion coursework for all new Fellows at BC and 25 Broadway
- Schedule and staff entire program of required classes for all Special Education Fellows at BC and 25 Broadway
- Work with administrative assistant to prepare opening day packets of information, applications, immunization information, meningitis forms, handbooks, etc.
- Revise written "Profile" for DOE to provide potential students

- Revise written Handbook for students, incorporating changes in certification requirements and graduation requirements
- Develop materials to distribute dealing with courses for future terms, gradually working Fellows towards registering themselves for offerings and requirements

### **Student Progress and Support**

- E-mail Fellows with information about college, orientation, etc. prior to summer orientation
- Hold Opening Day Orientation with all new Teaching Fellows

## **Other Duties**

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## **Qualifications**

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