



Yesenia Peralta, Principal

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<https://www.brooklyndemocracyacademy.com/>

PER SESSION VACANCY NOTICE #8

Post Date: October 6th, 2021
Deadline Date: October 29th, 2021

POSITION: Programming and Administrative Duties

LOCATION: Brooklyn Democracy Academy

ELIGIBILITY: New York City Department of Education Licensed Teacher

SELECTION CRITERIA:

1. Minimum three years satisfactory experience creating successful high school master schedules
2. Knowledge of traditional and non-traditional high school schedule models
3. Expertise in STARS
4. Knowledge of high school graduation requirements
5. Knowledge of state and city academic policy as pertains to high schools
6. Excellent written and verbal communication skills

GENERAL DUTIES & RESPONSIBILITIES

1. To support Brooklyn Democracy Academy in creating school schedule
2. To support creation of master schedule for Brooklyn Democracy Academy including STARS, IO Classroom/Skedula.
3. To troubleshoot and problem-solve as Brooklyn Democracy Academy develops schedule
4. To assist Brooklyn Democracy Academy in bringing master schedule to finalized state

WORK SCHEDULE:

Various dates and times determined by need and availability.

SALARY:

Per session rate as per UFT Collective Bargaining Agreement

APPLICATION:

Submit application OP 175 form, copy of resume, and cover letter no later than **October 22nd, 2021** to yperalta8@schools.nyc.gov. If you have any questions about this activity, please email Yesenia Peralta at yperalta8@schools.nyc.gov.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER 3 ON YOUR APPLICATION

