**Jobs Project:** Taking Action on my Ideal Job

EDTC 808

Summer 2015

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Researching current jobs within my given field is an ideal means of surveying the landscape in order to get a pulse on the market. This is most helpful especially since I have been in the field of education in my current district for a total of 18 years including 12 years as a school administrator.

Upon entering the Doctoral Program in Educational Technology Leadership at New Jersey City University, one of the professors stressed the importance of preparing the members of our cohort for the job of their dreams. I found this a bit perplexing since I had entered the Doctoral Program to gain more knowledge on research and best practices in my field and not necessarily to obtain the job of a lifetime. After giving much thought to the topic at hand, I thought about how I could maintain a leadership role within my institution while making a significant impact on teaching and student learning.

One of my first assignments during Summer Institute II was to research current jobs in Higher Education, K-12 and Corporate America and select one of those jobs to pursue further. In other words, part of the process was to reflect and reexamine my current skills set and create a plan of action for future implementation based on a specific position. During my quest for the ideal job, I stumbled upon a consulting position as an Educational Technology Specialist at New York University. What I found most attractive about the position was the emphasis on creativity, research, emerging technologies and the impact on teaching and learning.

Although I possess some of the qualifications for the position such as teaching at the college level and intermediate knowledge of Microsoft Word and Internet browsers, there are other qualifications that I do not fully possess at this time. Some of the required skills include knowledge of programming (Java and Python), data visualization, analytics and/or data mining, Google Apps in education, Wikis and e-learning authoring tools.

My goal is to create a plan of action which is ambitious yet realistic in order to ensure that my qualifications are aligned to any related future positions. This summer, I will become more involved in computer programming via Makerspace sessions and will also develop a Wiki page for an upcoming conference with the NJEA. In the fall, I’ll be attending a Google Educator workshop with the end goal of being Google Certified. By the spring of 2016, my aim is to complete a public speaking workshop since I would like to polish up my existing skills. Although public speaking is a required skill for my current job as a school administrator, it’s outside of my comfort zone. I firmly believe that taking a public speaking course will provide me with the confidence needed to speak in front of large audiences especially at conferences.

***EMPLOYMENT OPPORTUNITIES IN HIGHER EDUCATION***

**Job Posting:** Instructor- Education, Instructional Design and Technology (Part-Time: Adjunct)

**Institution:** American Intercontinental University

**URL Link:** <https://www.higheredjobs.com/faculty/details.cfm?JobCode=176080056&Title=Instructor%20%2D%20Education%2C%20Instructional%20Design%20%26%20Technology>

***Qualifications:***

* Obtained a Doctoral degree from a Council for Higher Education accredited institution
* Possess a minimum of 2 years experience of occupational experience in the given field

***Essential Performance Responsibilities:***

* Responsible for providing quality instruction to students through well-prepared classes
* Adequately prepare all course materials and lessons
* Assist director of education in program evaluation and planning

**Job Posting:** Adjunct Faculty (Adult and Distance Education)

**Institution:** Texas A&M University Kingsville

**URL Link:** <https://www.higheredjobs.com/faculty/details.cfm?JobCode=176080056&Title=Instructor%20%2D%20Education%2C%20Instructional%20Design%20%26%20Technology>

***Qualifications:***

* Obtained a Doctoral degree from a Council for Higher Education accredited institution
* Must have 18 graduate hours in the field in which you will teach

***Essential Performance Responsibilities:***

* Responsible for teaching graduate courses in administration and educational technology for the Department of Educational Leadership and Counseling

**Job Posting:** Adjunct Faculty-Learning Analytics-School of Education (Online/Remote)

**Institution:** Northcentral University

**URL Link:** <https://www.higheredjobs.com/faculty/details.cfm?JobCode=176098615&Title=Adjunct%20Faculty%2C%20Learning%20Analytics%20%2D%20School%20of%20Education>

***Qualifications:***

* Obtained a Doctoral degree from a Council for Higher Education accredited institution
* Background in Institutional Research, data analysis, and/or predictive analytics
* Skill in using or eagerness to learn to use multiple technologies to teach and communicate with students

***Essential Performance Responsibilities:***

* Successfully complete initial and ongoing faculty development activities
* Receive ongoing coaching support to deliver the highest quality instruction in an online environment
* Responsible for the assessment of student learning

***EMPLOYMENT OPPORTUNITIES K-12***

**Job Posting:** Director or World Languages/English Language Learners

**District:** Hamden Public Schools, Connecticut

**URL Link:**

<https://www.k12jobspot.com/Job/Detail/1105509>

***Qualifications:***

* Minimum of five years successful experience in education, including previous experience

in Administration

* Knowledge of language pedagogy, including second language acquisition
* Familiarity with the national discussion about language education and instructional technology

***Essential Performance Responsibilities:***

* Coordinates the integration of World Language and ELL Standards and curriculum, instruction and assessment into district curricula K-12
* Assists all building administrators in the implementation and evaluation of World Languages and ELL curriculum to promote an optimum learning environment
* Monitors and analyzes performance assessments from curriculum units, district formative assessments and state level assessments.

**Job Posting:** Director or Bilingual/ESL/World Languages

**District:** Paterson Public Schools, New Jersey

**URL Link:**

<https://www.k12jobspot.com/Job/Detail/1176679>

***Qualifications:***

* New Jersey School Administrator Certification
* New Jersey Bilingual/Bicultural and/or English as a Second Language Certification
* Master’s Degree from an accredited college or university
* Demonstrate excellent organizational skills and the ability to motivate people
* Demonstrate knowledge and understanding of curriculum development and program evaluation

**Job Posting:** Director of Multilingual Academics

**District:** Cleveland Metropolitan School District

**URL Link:**

<https://www.k12jobspot.com/Job/Detail/1181542?ref=indeed.com>

***Qualifications:***

* Master’s Degree in related field (Education and Multilingual Education)
* Minimum of five years of experience with English Language Learners and/or diversity
* Experience with assessment, data interpretation and alignment with curriculum

***Essential Performance Responsibilities:***

* Provide leadership and strategic direction to the district’s multilingual educational programs
* Administer, supervise and evaluate the K-12 multilingual educational programs
* Identify, coordinate and conduct district-wide professional development
* Review and analyze student achievement data and make recommendations to increase student achievement

***EMPLOYMENT OPPORTUNITIES in CORPORATE AMERICA***

**Job Posting:** Quality and Training Coordinator

**Organization:** Pearson

**URL Link:** <http://job-openings.monster.com/monster/6bbbb640-cd3d-47bb-91ae-c9c8d329c507?mescoid=1100029001001&jobPosition=1>

***Qualifications:***

* Bachelor’s Degree or equivalent work experience
* Experience training, teaching or coaching
* Familiar with various training tools and models; understanding of learning styles

***Essential Performance Responsibilities:***

* Assist in developing and maintaining reference materials for training
* Responsible for training development and delivery
* Increase efficiencies within the call center to meet overall department goals

**Job Posting:** Project Manager

**Organization:** Houghton Mifflin

**URL Link:** <http://careers.hmhco.com/jobsearch/job-details/project-manager/8614/>

***Qualifications:***

* Bachelor’s Degree
* Prior teaching experience
* Basic understanding of school district technology environments and product deployment

***Essential Performance Responsibilities:***

* Provide premier customer service, training and coaching
* Facilitate successful implementation of Scholastic products
* Share best instructional practices with READ 180 and other Scholastic products
* Collect student data for use in district analysis

**Job Posting:** Educational Technology Specialist (Arts and Science)

**Organization:** New York University (NYU)

**URL Link:** <https://www.nyucareers.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=227192>

***Qualifications:***

* Bachelor’s Degree in a related field or a Master’s Degree
* Experience designing and developing interactive learning experiences for face-to-face, hybrid, and/or online learning environments
* Experience applying instructional design and pedagogical principles

***Essential Performance Responsibilities:***

* Consult with faculty to design, develop and implement technology-enhanced teaching and learning initiatives
* Create and deliver training programs
* Evaluate current technology used by faculty and provide pedagogical and technical support in curricular design and development
* Research and test emerging technologies for teaching and learning

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|  | *SIMILARITIES* | *DIFFERENCES* |
| HIGHER EDUCATION | * Expertise in interpersonal skills, oral presentations and written communication * Strong organizational Skills * Knowledge of content and pedagogy * Reviewing and analyzing student data | * Doctoral Degree required * Adjunct Professor (Part-time/online/remote) * Responsible for teaching graduate courses |
| K-12 EDUCATION | * Expertise in interpersonal skills, oral presentations and written communication * Strong organizational skills * Knowledge of content and pedagogy * State licensing requirements * Reviewing and analyzing student data | * Master’s Degree required * Director positions available (Full-time) * Responsible for district-wide support including training, curriculum implementation and student achievement. |
| CORPORATE | * Expertise in interpersonal skills, oral presentations and written communication * Knowledge of content and pedagogy * Reviewing and analyzing student data | * Bachelor’s Degree required or relevant job experience * Consultant positions available * Responsible for training development and delivery |