

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES AND TALENT
65 COURT STREET
BROOKLYN, NY 11201

Posted Date: April 23, 2013

Deadline Date: May 20, 2013

Teacher Assigned Vacancy Circular No. 4 Instructional Program Coordinator (2013-14)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A- New York City Center for Space Science Education (NYCCSSE) Instructional Program Coordinator
Position is one year – renewal based on funding and performance
(FOR INTERNAL CANDIDATES ONLY)

Location: New York City Center for Space Science Education
220 Henry Street
New York, NY 10002

Eligibility: Tenured teacher with minimum of 3 years of satisfactory science teaching experience
Preferred Advanced Degree in Science or Science Education

Selection Criteria:

- Extensive expertise in science instruction at the elementary, middle or high school level
- Knowledge regarding current research and research practices of science education, with specific regard for space and/or aviation science
- The ability to develop, plan and implement diverse types of science programs aligned to NYS Learning and Performance Standards for 2nd – 12th grade school children, teachers and school groups
- Successful integration of STEM practices and disciplinary literacy skills as a part of classroom instructional units
- Experience conducting professional development workshops
- Excellent public speaking and facilitation skills
- Self starter with the ability to be flexible with work schedules
- Excellent organizational, oral, written communication and technological skills
- Willingness to travel to schools and meetings throughout the city
- Willingness to work occasional Saturdays, school breaks, summer and evening hours (additional compensation will be provided)
- Excellent record of attendance, punctuality and professionalism.

Duties and Responsibilities:

- Initiate, coordinate and monitor all aspects of instructional programs for NYC public school students in grades 2 – 12 including school-based visits related to NYCCSSE programming
- Work collaboratively with NYCCSSE Instructional Coordinator of Curriculum to develop curriculum resources for NYCCSSE aligned to DOE instructional priorities and initiatives
- Work collaboratively with NYCCSSE Professional Development Coordinator to organize, coordinate and facilitate professional development programs aligned to DOE instructional priorities and initiatives

- Work with OSPP leadership and other NYCCSSE Coordinators to research and write grants to support the implementation and ongoing development of
- NYCCSSE student programming, curriculum and professional development programs
- Work collaboratively with OSPP leadership, other NYCCSSE Coordinators, the national Challenger Center organization and constituencies within the DOE to operate all aspects of NYCCSSE programming
- Work with OSPP leadership to document, reflect upon, publish and give presentations about NYCCSSE at various meetings and conferences
- Work with OSPP leadership to develop and monitor instructional program budgets
- Maintain daily NYCCSSE operational needs
- Work with OSPP leadership and other NYCCSSE Coordinators to create NYCCSSE promotional and marketing materials
- Communicate with schools, teachers, families and outside organizations about NYCCSSE on a regular basis
- Monitor and coordinate regular maintenance of instructional program information on NYCCSSE webpage
- Work with OSPP leadership to design and administer evaluation instruments to measure the effectiveness of the NYCCSSE student programs
- Other duties and responsibilities as consistent with the position and needs of NYCCSSE.

Work Year: As per UFT Collective Bargaining Agreement

Hours: 8:00 AM – 4:00 PM Monday through Friday

Salary: As per UFT Collective Bargaining Agreement

Application: Email cover letter and resume, including circular number in the subject line, by **May 20, 2013** to:

Email: STEMMattersNYC@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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<http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm>

APPROVED: 
Charles Peoples, Executive Director, Office of Field and Information Services
Division of Human Resources & Talent