

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

Posted Date: September 23, 2008

Deadline: October 24, 2008

Literacy Coach (Grades K-5) Vacancy Circular # 16 2008-2009

POSITION: 1 position

LOCATION: P.S. 082 Hammond (Q082)
88-02 144 STREET, QUEENS NY, 11435, Phone: 718-526-4139 | Fax: 718-297-0290

Eligibility: Licensed by the New York City Department of Education.
Currently an appointed teacher with a minimum of five years of teaching experience
Satisfactory record of service, attendance, and punctuality

Selection Criteria

- ✚ Demonstrated successful experience as a classroom teacher of Literacy utilizing current best teaching practices and knowledge in latest curricular and instructional reform
- ✚ Demonstrated successful teaching of Reading and Writing Workshop strategies
- ✚ Demonstrated successful experience as a staff developer/teacher trainer in Literacy preferred
- ✚ Demonstrated expertise in designing and implementing standards-based instruction and assessment
- ✚ Demonstrated capacity to serve as a catalyst for implementing instructional change in the classroom
- ✚ Demonstrated excellent ability to communicate (written and oral) effectively and possess excellent human relation skills
- ✚ Demonstrated ability to model lessons, facilitate workshops, and lead study groups
- ✚ Demonstrated ability to work collaboratively with teachers and administrators on instructional issues to address the school's instructional objectives
- ✚ Demonstrated ability to maintain excellent discipline and classroom management skills to all grades
- ✚ Demonstrated success in teaching, which is based on student achievement, and enhancing literacy skills
- ✚ Commitment to continuous professional development
- ✚ Demonstrated knowledge and application of technology as an instructional tool
- ✚ Willingness to attend and provide evening parent meetings at school

DUTIES AND RESPONSIBILITIES:

- ✚ Work in a staff development/co-teaching model with classroom teachers 3-6 to develop strategies as per the city-wide uniform curriculum (Reading and Writing Workshop) to help students achieve high standards in all areas of communication arts
- ✚ Co-teach one regularly scheduled period per day for the purposes of demonstrating lessons for the regular classroom teacher and/or other staff, to increase transfer of Core program application and to build system-wide capacity.
- ✚ Assist teachers in developing standards-based instruction in classrooms and support a culture of reflective practice among teachers, including reviewing student work to inform instruction and enhance student achievement
- ✚ Provide technical assistance and support for school based staff in all aspects of literacy programs, including maintaining guided reading libraries.
- ✚ Model lessons and provide feedback to implement school curricular programs in Literacy K-5 focused on a Balanced Literacy Program, Month-by-Month Phonics, etc. as per the NYC uniform curriculum
- ✚ Coordinate the activities of literacy paraprofessionals and classroom teachers to provide support for "At-Risk" students in classrooms. Provide staff development for literacy paraprofessionals.
- ✚ Help teachers and other school staff select instructional supplies that support literacy goals.
- ✚ Complete all documentation and paperwork related to the program including maintenance of log of activities
- ✚ Attend Literacy Coach meetings, study groups, and conferences to continue professional development
- ✚ Provide direct services to students on an as needed basis
- ✚ Provide support to design family literacy programs and help implement school based funded program in parent meetings
- ✚ Conduct planning meetings with teachers to analyze student work, review assessments and use data to drive instructional change.
- ✚ Assist teachers to embed assessment into daily instructional activities.
- ✚ Differentiate support for teachers based upon need.
- ✚ Work closely and collaboratively with administrators and Early Childhood Literacy Coach to plan relevant professional development as per the CEP.
- ✚ Facilitate workshops, grade conferences, and study groups to support professional development for teachers.
- ✚ Work collaboratively to develop the CEP.

SALARY/Hours/Work Year: As per Collective Bargaining Agreement

APPLICATION: A letter of application, resume and a copy of your Department of Education license must be submitted to:

Angela Boykin, Principal,
88-02 144th Street,
Jamaica, NY 11435

by the close of business October 24, 2008

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

APPROVED: *Gary Barton*
Gary Barton
Division of Human Resources