

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

**Posted Date:** March 20, 2014

**Deadline:** April 17, 2014

**Teacher Assigned Vacancy Circular No. 1 (School Year 2014-2015)**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**Position:** Teacher Assigned A - Environmental Study Center (ESC) Instructional Program Coordinator, **2 positions**

**(FOR INTERNAL CANDIDATES ONLY)**

**Location:** Environmental Study Center  
7151 Avenue T  
Brooklyn, NY 11234

**Eligibility:** Tenured teacher with minimum of 3 years of satisfactory science teaching experience

**Selection Criteria:**

- Extensive expertise in science instruction at the elementary, middle or high school level
- Preferred Advanced Degree in Science or Science Education
- Knowledge of current research and research practices in science education, with a focus on environmental science
- The ability to develop, plan and implement diverse types of science programs aligned to NYS Learning and Performance Standards for Kindergarten – 12<sup>th</sup> grade school children, teachers and school groups
- Demonstrated understanding and ability to execute hands-on, scientific inquiry based learning experiences
- Demonstrated successful integration of STEM practices, instructional technology and disciplinary literacy as a part of instructional units
- Demonstrated ability and experience in working effectively with scientific material
- Satisfactory experience teaching, integrating and using instructional technology in technology-rich STEM Instruction settings
- Demonstrated effective classroom management and organization skills
- Demonstrated creative and innovative approaches to instruction
- Successful experience conducting professional development workshops
- Excellent lesson modeling, public speaking, oral and written communication, organizational, technological and group facilitation skills
- Demonstrated ability to work as part of a team
- Willingness to travel to schools and meetings throughout the city
- Willingness to work occasional Saturdays, school breaks, summer and evening hours (per session compensation provided as appropriate)
- Self-starter with excellent record of attendance, punctuality and professionalism.

**Duties and Responsibilities:**

- Initiate and oversee all aspects of ESC instructional programs for NYC public school students in grades K – 12

- Work collaboratively to develop ESC curriculum resources aligned to DOE instructional priorities and initiatives
- Work with DOE leadership and other ESC Coordinators to research and write grants to support the implementation and ongoing development of GESC student programming, curriculum and professional development programs
- Work collaboratively with DOE leadership, other ESC Coordinators and constituencies within the DOE to operate all aspects of ESC programming
- Work with DOE leadership to document, reflect upon, publish and give presentations about ESC at various meetings and conferences
- Collaborate on daily ESC operational needs
- Work with DOE leadership and other ESC Coordinators to create ESC promotional and marketing materials
- Communicate with schools, teachers, families and outside organizations about ESC on a regular basis.
- Support regular maintenance of instructional program information on ESC webpage
- Work with DOE leadership to design and administer evaluation tools to measure the effectiveness of ESC student and teacher programs
- Other duties and responsibilities as consistent with the position and needs of ESC.

**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 April 17<sup>th</sup>, 2014 to:

Email: [STEMMattersNYC@schools.nyc.gov](mailto:STEMMattersNYC@schools.nyc.gov)

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Approved: \_\_\_\_\_  
**Charles Peebles, Executive Director**  
**Division of Human Resources**