

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

**Posted Date: April 25, 2014
Deadline Date: May 22, 2014**

TEACHER VACANCY CIRCULAR NO. 4 LEAD TEACHER (2014-2015)
(Positions are contingent on school-based funding)

JOB TITLE: Lead Teacher

LOCATION: Position available in all schools at principal's discretion and contingent on school-based funding for position.

ELIGIBILITY REQUIREMENTS:

- Appropriate New York City license and/or New York State certificate
- Licensed, tenured teacher with effective or highly effective service in NYC public schools
- Record of successfully impacting student achievement by creating culture of high expectations and respect for all students
- Record of working successfully with high need students
- Record of exemplary classroom teaching practice including varied methods and strategies to significantly advance student learning
- Proven ability to use data to inform instruction, accurately interpret situations, develop effective strategies, and make improvements
- Record of creating model classroom learning environments
- Possess extensive and highly proficient knowledge of content, curriculum, learning process, and standards in teaching
- Ability to create and nurture a professional learning community
- Proven ability to work cooperatively and effectively with colleagues
- Record of developing and facilitating effective professional development for adult learners
- Excellent record of attendance and punctuality
- Ability to communicate effectively (written and oral)

DUTIES AND RESPONSIBILITIES:

The Lead Teacher spends half of their time in the classroom and the remaining half of their time providing professional development to other teachers in their school. In addition, the Lead Teacher works closely with the school's literacy and math coaches.

The two primary components of the Lead Teacher's work are:

1. The Lead Teacher's classroom serves as a lab for utilizing best teaching practices and for demonstrating new pedagogical strategies and curriculum. This role includes several steps; pre-planning discussion with other teachers, demonstration of lessons, and debriefing.
2. The Lead Teacher supports the professional development of other teachers either by grade(s) or subject area. This may include but is not limited to:
 - Leading study groups around standards, assessments and instruction
 - Assisting teachers in setting goals for their professional development
 - Serving as a "critical friend" to colleagues by providing coaching and feedback
 - Facilitating regular grade level or subject area planning meetings
 - Leading action research projects with other teachers
 - Building trust and collegiality among teachers

SELECTION PROCESS:

Selection will take place in a two-stage process. First, selections will be made by a central personnel committee. The central personnel committee will be comprised of representatives selected by the Chancellor or his designee and representatives designated by the UFT. The central personnel committee will screen applications according to qualifications and create the pool from which school committees

can select, beginning in late-June. Candidates are strongly encouraged to apply as soon as possible for earliest consideration.

In the second stage, each participating school will establish its own personnel committee made up of the principal, administration representatives, staff representatives and parent representatives with a majority of teachers. This committee will make selections from the pool established by the central personnel committee.

SALARY: As per UFT Bargaining Agreement, with \$10,710 in additional annual pensionable compensation.

HOURS: As per UFT Bargaining Agreement, with five weekdays of training prior to the start of school and four hours of training per month outside of normal school hours.

APPLICATION PROCESS:

- Applicant must submit an online application via <https://nycdepartmentofeducation.fluidreview.com/>
- Citywide personnel committee screens applications
- School-based personnel committee interviews and selects from the citywide eligible pool
- Candidates are strongly encouraged to apply as soon as possible for earliest consideration

APPLICATIONS WILL BE ACCEPTED ONLINE THROUGH
May 22, 2014

An Equal Opportunity Employer

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APPROVED: 
**Charles Peeples, Executive Director, Office of Field Services & Information
Division of Human Resources**