

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

Posted Date: November 18, 2008
Deadline: December 16, 2008

PLEASE POST

Teacher Assigned A Vacancy Circular # 16 2008-2009
(SUBJECT TO FUNDING AVAILABILITY)

Position: INSTRUCTION SPECIALIST ASSISTANT – ELEMENTARY SCIENCE

Location: COMMUNITY LEARNING SUPPORT ORGANIZATION
131 Livingston Street, Brooklyn, New York

Position Summary: The Elementary Science Instruction Specialist Assistant assists the Elementary Science Education Administrator in designing and delivering professional development activities in science in the elementary schools of the Community Learning Support Organization (CLSO). Working as part of a support team assigned to the elementary schools in the CLSO, the Elementary Science Instruction Specialist Assistant will support the network leaders in the formulation of a support plan for each of the elementary schools in the assigned networks. The Elementary Science Instruction Specialist Assistant will assist the Elementary Science Education Administrator and the schools in the implementation of curriculum and ensure that the instructional initiatives are in keeping with the Department of Education's (DOE's) educational philosophy. The Elementary Science Instruction Specialist Assistant works closely with the Elementary Science Education Administrator to provide technical assistance to all related staff on science education programs and related issues.

Reports to: Elementary Science Education Administrator

Direct Reports: None

Key Relationships: Community Learning Support Organization Core Team, Community Academic Officer (Network Leader), Elementary Science Education Administrator, fellow team members, Principals, Assistant Principals, Coaches, Teachers and other Elementary Science Education Program Management & Instructional Specialists

Responsibilities:

- Assists the Elementary Science Education Administrator in the design and implementation of a comprehensive program of staff development and training related to elementary science programs for CLSO staff through workshops, conferences, seminars and demonstration lessons.
- Represents the Community LSO as liaison to the Office of Accountability, as well as to outside evaluators, with respect to elementary science education instruction.
- Works closely with the Elementary Science Education Administrator and the CLSO schools to implement reform initiatives that bolster a more rigorous and responsive science education program to help schools meet comprehensive accountability measures.
- Works closely with the Elementary Science Education Administrator to recommend changes in instructional strategies to achieve school goals and ensure compliance with mandates established by various funding sources.
- Participates in network instructional team classroom visits and on-site observations to determine the status of program implementation.
- Represents the Community LSO as a liaison to the United States Department of Education, the New York State Education Department and various central DOE offices, with respect to elementary science education.

- Assists the Elementary Science Education Administrator in the introduction of related instructional strategies and the review of instructional materials, textbooks, and manipulatives.
- Works closely with the Elementary Science Education Administrator and other CLSO staff to coordinate grants, technical assistance, resources and citywide networking events for schools within the CLSO.

Qualifications:

- Extensive expertise in elementary science instruction.
- Superior staff development skills and the ability to plan and implement training programs to support professional growth on all levels.
- Experience in working with diverse populations.
- Experience in conducting professional development workshops and study groups.
- Success in working collaboratively with other professional staff, parents and outside agencies on instructional issues, program implementation, assessment, and program evaluation.
- Demonstrated excellent verbal, written and interpersonal communication skills.

Minimum Requirements:

- Appointed and Tenured teacher with a minimum of 5 years satisfactory teaching experience. Science background preferred

Hours: As per UFT Collective Bargaining Agreement

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter and resume via email by December 17, 2008

To: Robert J. Graham, Ed.D.
rgraham@schools.nyc.gov

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APPROVED: Gary Barton

Gary Barton
Division of Human Resources