

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

**Posted Date: October 1, 2009
Deadline Date: October 29, 2009**

Teacher Assigned Vacancy Circular No. 17 2009-2010

(SUBJECT TO FUNDING AVAILABILITY)

POSITION

ELA CONTENT SPECIALIST (Teacher Assigned A)

LOCATION:

Knowledge Network Learning Support Organization

ELIGIBILITY:

New York City Department of Education teacher licensed, appointed, and tenured teacher.

**SELECTION
CRITERIA:**

- New York City Department of Education English teacher license and Masters Degree
- Minimum of five (5) years teaching experience
- Ability and experience using data to inform instruction
- Experience with ARIS and Inquiry implementation
- Ability to incorporate literacy strategies in daily routines and classroom instruction
- Ability to incorporate hands-on and cooperative learning activities
- Experience using differentiated instructional methodologies, project-based learning and portfolio development
- Ability to develop and use project-based learning units
- Knowledge of professional literature and best practices in content area
- Prior experience in conducting courses for professional staff.
- Skilled in researching, organizing and conducting personnel development activities
- Ability to work collaboratively and relate in a positive manner to staff, parents and agency personnel
- Demonstrated ability to engage in cooperative and collaborative activities and projects.
- Ability to use computer technology, including the Internet, to enhance professional development activities related to classroom instruction.
- Knowledge of New York City Department of Education instructional initiatives, mandates, curricula requirements and operational resources.
- Knowledge of K to 12 programs and services

DUTIES AND RESPONSIBILITIES

ELA Content Specialists will perform, but will not be limited to the following tasks under the direct supervision of the CEO

- Serve as part of a team that facilitates and supports the schools in the Knowledge Network Learning Support Organization.
- Provide professional development workshops for networks and individual schools
- Attend conferences and professional development trainings.
- Complete SED mandated data reports and assist in the gathering of data and writing of all required reports and/or correspondence.
- Use appropriate technological tools for the design of materials, office operations, SED reporting and electronic networking.
- Attend KNLSO weekly staff meetings.

HOURS: As per UFT Collective Bargaining Agreement
Monday through Friday 8:30am - 4:30PM

WORK YEAR: As per UFT Collective Bargaining Agreement

SALARY: As per UFT Collective Bargaining Agreement

APPLICATION: Please apply in writing expressing your interest and qualifications. Please include copies of your teaching credential, resume, and file number by **October 29, 2009** to:

Rita Giaramita
at
rgiaram@schools.nyc.gov

An Equal Opportunity Employer

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