

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

**Posted Date: July 30, 2008  
Deadline: September 25, 2008**

**PLEASE POST**

**Literacy Coach VACANCY CIRCULAR # 8, 2008-2009**

*(The assignment is for one year subject to re-application and selection in an annual re-advertisement process.)*

**Position:** Literacy Coach

**Location:** Satellite East Middle School - 13K301

Reporting to the Principal, the coaches will be assigned to the New York City Department of Education public schools. (Preference for school assignments will be considered). The work day will be commensurate to a Teacher position, as per the collective bargaining agreement. Coaches require regular professional development so that they acquire a deep understanding of, and the skills to implement, school curriculum. In order to support their learning, some professional development, by necessity, will be scheduled outside of the regular workday and work year but, in accordance with the UFT collective bargaining agreement, will be paid at per session rates and is not compulsory. The assignment is for one year and if the coach wishes to continue in the same assignment, with the approval of the principal, the coach can be selected for another term without the need to re-apply. Otherwise the position is subject to an annual reapplication and selection process.

**Duties and Responsibilities:**

- Develop and support a culture of reflective practice among teachers.
  - Coach teachers, model lessons, and provide feedback to colleagues in order to implement Core programs in literacy and mathematics and other approved programs in the school:
    - Balanced Literacy
    - Month by Month Phonics
    - NYC Passport Program
    - NCEE/America's Choice Ramp Up to Literacy
  - Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction within the Core programs.
  - Assist teachers to embed assessments into daily instructional activities.
  - Differentiate support for teachers based upon demonstrated need.
  - Organize opportunities for staff to observe and participate in discussion and conferences as part of the peer coaching process.
  - Work closely with the principal and assistant principals to assess teachers' needs and student data and to plan relevant professional development.
  - Facilitate workshops, courses, and study groups for teachers, supervisors, parents, and other members of the instructional and guidance staffs.
  - Maintain required records and reports to document professional development throughout the school year.
- Attend all required sessions to roll out the Core curriculum initiatives to enable and provide staff development.
- 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.
  - Complete professional development process to become certified trainers in Core mandated curriculum where appropriate.

**Requirements:**

- Minimum of five (5) years of satisfactory teaching experience in Math or English or elementary or related field(s), with experience teaching the core curriculum
- Masters Degree in subject or related area preferred.
- Demonstrated successful experience as a teacher of literacy or elementary grades.
- Demonstrated successful experience as a staff developer/teacher trainer in literacy preferred.
- Demonstrated ability to communicate (written and oral) effectively
- Appointed New York City Licensed and/or New York State certified teacher in . Reading, English, English as a Second Language or Elementary Education

**Qualifications:**

- Demonstrated understanding of standards-based teaching, learning and assessment
- Demonstrated ability to model lessons
- Success in working collaboratively with other professional staff on instructional issues
- Demonstrated knowledge in latest circular and instructional reforms
- Demonstrated excellent oral and written communication skills
- Demonstrated success in teaching based on student achievement
- Demonstrated knowledge of best practices in Literacy education
- Commitment to continuous professional development
- Demonstrated knowledge and application of technology as an instructional tool

**Salary:** Appropriate placement on the teacher salary schedule, plus per session salary for duties outside of the regular teacher workday.

**Hours:** Teacher Hours As per UFT Collective bargaining agreement

**Work Year:** As per UFT Collective bargaining agreement

**Application:**

To apply for the coach position, please email your resume and cover letter no later than **September 25, 2008** to the following email address: [KMcperson2@schools.nyc.gov](mailto:KMcperson2@schools.nyc.gov)

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED: Gary Barton  
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