

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

**Posting: May 28, 2009
Deadline: June 25, 2009**

LITERACY COACH TEACHER VACANCY CIRCULAR No. 30, 2008-2009 (For 2009-2010 School Year)

POSITION: **Literacy Coach
1 Position (SUBJECT TO BUDGET AVAILABILTY)**

ELIGIBILITY: Licensed by the New York City Department of Education.
Currently employed as an appointed Tenured Teacher in District 30 with a minimum of five years of teaching experience.
Satisfactory record of service, attendance, and punctuality.

LOCATION: **PS 222Q-District 30
86-15 37 AVENUE
QUEENS, NY 11372**

SELECTION CRITERIA:

- ♦ Demonstrated successful experience as a classroom teacher of Literacy utilizing current best teaching practices and knowledge in latest curricular and instructional reform (curriculum mapping, differentiated instruction, rubrics).
- ♦ Demonstrated successful teaching of Reading and Writing Workshop strategies.
- ♦ Demonstrated successful experience as a staff developer/teacher trainer in Literacy preferred.
- ♦ Demonstrated expertise in designing and implementing standards-based instruction and assessment.
- ♦ Demonstrated capacity to serve as a catalyst for implementing instructional change in the classroom.
- ♦ Demonstrated excellent ability to communicate (written and oral) effectively and possess excellent human relation skills.
- ♦ Demonstrated ability to model lessons, facilitate workshops, and lead study groups.
- ♦ Demonstrated ability to work collaboratively with teachers and administrators on instructional issues to address the school's instructional objectives.
- ♦ Demonstrated ability to maintain excellent discipline and classroom management skills to all grades.
- ♦ Demonstrated success in teaching, which is based on student achievement, and enhancing literacy skills.
- ♦ Commitment to continuous professional development.
- ♦ Demonstrated knowledge and application of technology as an instructional tool.
- ♦ Willingness to attend and provide evening parent meetings at school.

DUTIES AND RESPONSIBILITIES:

- ♦ Work in a staff development model with classroom teachers K-2 to develop strategies as per the city-wide uniform curriculum (Reading and Writing Workshop) to help students achieve high standards in all areas of communication arts.
- ♦ Assist teachers in developing standards-based instruction in classrooms and support a culture of reflective practice among teachers, including reviewing student work to inform instruction and enhance student achievement.
- ♦ Provide technical assistance and support for school based staff in all aspects of literacy programs, including maintaining guided reading libraries.
- ♦ Model lessons and provide feedback to implement Core programs in Literacy K-2 focused on a Balanced Literacy Program, Foundations, etc. as per the NYC uniform curriculum.

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Literacy Coach Position – PS 222Q District 30**

- ♦ Coordinate the activities of literacy paraprofessionals and classroom teachers to provide support for “At-Risk” students in classrooms. Provide staff development for literacy paraprofessionals.
- ♦ Help teachers and other school staff select instructional supplies that support literacy goals.
- ♦ Complete all documentation and paperwork related to the program including maintenance of log of activities.
- ♦ Attend Literacy Coach meetings, study groups, and conferences to continue professional development.
- ♦ Provide direct services to students on an as needed basis.
- ♦ Provide support to design family literacy programs and help implement school based funded program in parent meetings.
- ♦ Conduct planning meetings with teachers to analyze student work, review assessments and use data to drive instructional change.
- ♦ Assist teachers to embed assessment into daily instructional activities.
- ♦ Organize data for class progress sheets in literacy
- ♦ Differentiate support for teachers based upon need.
- ♦ Work closely and collaboratively with administrators to plan relevant professional development as per the CEP.
- ♦ Facilitate workshops, grade conferences, and study groups to support professional development for teachers.
- ♦ Co-teach, as needed.
- ♦ Work collaboratively to develop the CEP.

WORK SCHEDULE: As per Collective Bargaining Agreement

SALARY: As per Collective Bargaining Agreement

APPLICATION: Please send a letter of application (narrative is to describe your qualifications in relation to the selection criteria and the duties outlined in the posting as well as the additional aspects you believe you can bring to the position) and current resume must be submitted by **June 25, 2009** to:

**Yvonne Marrero, Principal
PS 222Q-District 30
86-15 37 AVENUE
QUEENS, NY11372
Phone: 718-429-2563 Fax: 718-429-3484**

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APPROVED: Gary Barton
Gary Barton
Division of Human Resources