

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

**Posted Date: September 4, 2014  
Deadline Date: October 3, 2014**

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 21 (2014-2015)**  
**(SUBJECT TO BUDGET AVAILABILITY)**

**POSITION: Teacher Development Specialist**  
**(INTERNAL CANDIDATES ONLY)**

**Position Summary:** Teacher Development Specialists work with Clusters in planning, organizing, developing, and implementing supports for beginning and early career teachers and school-based mentors. Working in collaboration with the Office of Leadership, Teacher Development Specialists provide leadership and expertise in planning and developing mentoring and teacher development strategies aligned with the instructional priorities of Clusters; identifying and disseminating best teacher development practices; supporting the development of teacher teams with inquiry focus in schools; connecting teacher development with leadership work in the Cluster, and using technology to track mentoring, in order to foster a culture of teacher development.

**LOCATION:** Cluster 6

**ELIGIBILITY:** Licensed, appointed and tenured New York City Department of Education teacher.

**DUTIES/ RESPONSIBILITIES:**

- Identify and develop resources to support capacity building within the Cluster around teacher development
- Conduct needs assessments and analyses using both qualitative and quantitative data in order to identify key priorities for new and early career teacher development.
- Seek research-based, innovative solutions to address key areas of need.
- Ensure the engagement of all relevant stakeholders; collaborate with network leaders and staff around the development of structures to support teacher development.
- Track relevant data using Mentor Tracking System
- Participate in monthly Teacher Development Specialist Professional Development Meetings
- Participate in the development and facilitation of courses, modules, events, and on-going professional development for mentors
- Plan and deliver professional development opportunities for school-based mentors
- Capture and disseminate best practices and research on quality mentoring
- Ensure that schools with new teachers have an induction plan (in MTS) and
- conduct monthly data tracking and reporting to inform planning
- Support school-based mentors with the use of The Mentor Tracking System (MTS)
- Act as a liaison to Office of Leadership to share critical teacher development needs emerging from the field

**SALARY:** As per UFT Collective Bargaining Agreement

**HOURS / WORK YEAR:** As per UFT Collective Bargaining Agreement  
8:00 A.M. - 4:00 P.M. Monday through Friday.  
School year plus five additional days during winter, spring or summer vacation period.

**APPLICATION:** Send cover letter, resume and copy of license(s) to:  
Judi Fenton, Lead Teacher Development Specialist, Office of Leadership  
[jfenton2@Schools.nyc.gov](mailto:jfenton2@Schools.nyc.gov)

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APPROVED: \_\_\_\_\_



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