

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

**Posted Date: April 4, 2012
Deadline Date: May 9, 2012**

Teacher Assigned Vacancy Circular No. 1 (2012-2013) School Year
(SUBJECT TO BUDGET AVAILABILITY)

Position: Teacher Assigned A – Central Based (Various Office of Early Childhood Education Field Offices)
Early Childhood Instructional Coordinator
(INTERNAL CANDIDATES ONLY)

Eligibility:

- Minimum of three (3) years of satisfactory, full time experience as appointed, license, tenured teacher and/or staff developer/teacher trainer of early childhood grades. Five (5) years or more is preferred.
- Early Childhood or Bilingual Early Childhood license
- Common Branches or Bilingual Common Branches license with a specialty in Early Childhood
- Permanent State Certification

Qualifications:

- Demonstrated understanding of developmentally appropriate standards-based curriculum and instruction, based on New York State Prekindergarten Foundation for the Common Core
- Demonstrated understanding and knowledge of how to create emotionally responsive classrooms
- Demonstrated knowledge of best practices in early childhood education (birth to grade three) curriculum and assessment models
- Demonstrated expertise in curriculum mapping and ability to vertically integrate and scaffold standards within early childhood grades (Prekindergarten to Grade 3)
- Demonstrated ability to communicate effectively with diverse audiences
- Demonstrated ability to use rubrics as a means for measuring quality
- Demonstrated ability to use data to set goals and develop strategies to achieve those goals
- Proven ability to collaborate with, mentor, and coach classroom staff, principals, and directors
- Proven expertise in planning and delivering professional development
- Commitment to continuous professional development to reflect a disposition to life long learning
- Self-starter with strong interpersonal skills and a keen attention to detail
- Demonstrated orientation to achieving results and building collaborative relationships with colleagues

Duties and Responsibilities:

- Work collaboratively with teachers and school leaders (e.g. principals, CBO directors) to set goals for quality improvement and strategically plan to reach those goals
- Support teachers and school leaders in achieving quality improvement goals. This may include, but is not limited to:
 - Conducting team meetings with early childhood staff to plan for instruction based on Common Core standards
 - Providing on-going support for the implementation of the prekindergarten through third grade curriculum
 - Organizing and supporting the ongoing assessment of prekindergarten through third grade students to inform instructional practice, and assisting in the implementation of successful transition and continuity experiences for children, their families and staff as children move to subsequent grades.
 - Providing ongoing professional development to support the implementation of the prekindergarten program and other early childhood assessments, including screening and progress monitoring
 - Assisting teachers with embedding assessments into daily instructional activities focused on student outcomes and program quality
 - Facilitating workshops, courses, and study groups for early childhood education (birth to grade three) staff
 - Collaborating with teachers and school leaders to provide coaching and support to improve the quality of the Universal Prekindergarten (UPK) Program and other Office Early Childhood Education (OECE) initiatives
- Read, evaluate and conduct site visits associated with the RFP process related to UPK and other OECE initiatives
- Review UPK program and related early childhood program budgets with the Early Childhood Operations staff
- Conduct site visits with partner organizations (e.g. Administration for Children's Services, Regional Head Start Office) as necessary to ensure that all program components are implemented appropriately.
- Plan and facilitate professional development sessions in collaboration with other Early Childhood colleagues
- Actively participate in field and central office specific structures and initiatives (e.g. team meetings, family engagement)

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Hours: 8:00 A.M. – 4:00 P.M. Monday through Friday

Work Year: School year plus five additional days during school scheduled vacation period.

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by May 9, 2012 to

Laura Colavecchio

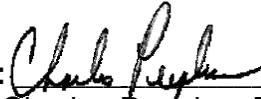
at:

EarlyChildhood@schools.nyc.gov.

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APPROVED:



Charles Peebles, Executive Director
Division of Human Resources & Talent