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

Posted Date: February 1, 2010
Deadline: March 5, 2010

Teacher Assigned A Vacancy Circular # 22, 2009 -2010 (for 2009-2010 School Year)

POSITION: **CHILDREN FIRST NETWORK**
TEACHER ASSIGNED A INSTRUCTIONAL CONTENT SPECIALIST

Various Number of Positions Available (SUBJECT TO FUNDING AVAILABILITY)

LOCATION: **Various**

In August 2007, the DOE launched the Children First Network (CFN), a school support model designed to empower and support principals, enabling them to make the best instructional and operational decisions for their schools. An integral part of the NYC DOE's *Children First* reform's evolution, CFN's goal is to devolve as much decision-making power as possible to the people that know schools best: principals. CFN accomplishes this goal by employing a small, cross-functional team that delivers comprehensive instructional and operational support to network schools. CFN teams are entrepreneurial and cultivate innovation while providing outstanding service to approximately 25 schools.

The team works collaboratively, developing close relationships with network principals and school-based staff to deliver *comprehensive* solutions for schools.
CFN team members work to proactively and strategically build capacity in their network's schools and have the authority to execute essential transactions. Ultimately, one of CFN's major overall goals is to ensure that network team members build instructional and operational capacity in schools in their assigned areas of responsibility, thereby enabling principals to focus on improving student achievement, *Children First*'s fundamental aim.

Position Summary: The CFN Instructional Content Specialist is a critical member of the CFN team that serves approximately 25 schools. The Instructional Content Specialist will provide comprehensive, specialized support for one or more of the following instructional areas: English/Language Arts, humanities, mathematics, science, TESOL, or special education. The Instructional Content Specialist's specialty may vary from team to team and will depend on their prior experience. CFN Instructional Content Specialist serves as an advisor to the CFN Network Leader.

The CFN Instructional Content Specialist also works closely with school-based personnel, striving to meet the Instructional Content Specialist's goals while driving the network's schools to meet their cumulative performance targets. All CFN team members, including the Instructional Content Specialist, work to engender high levels of principal satisfaction with the services and support they provide, oftentimes at school sites in two or more boroughs. The Network Team works collaboratively to support affiliated principals, who will help select team members and will have significant input into their ratings.

Reports to: Student Services Director or Network Team Leader

Direct reports: None

Key Relationships: The CFN Instructional Content Specialist works closely with school-based personnel in two capacities: (1) to provide comprehensive and/or specialized instructional support in English/Language Arts, humanities, mathematics, science, TESOL, or special education; and (2) to build capacity at the school level for the provision of student services.

Additionally, the CFN Instructional Content Specialist works with the Network Team, Division of School Support (DSS) management team, and central leadership to ensure that each network school is receiving high-quality, targeted support and guidance. Team members' work together to ensure that the entire team employs best practices in network support and that service to principals is seamless and coordinated.

RESPONSIBILITIES:

- Professional development/Capacity building
  - Provide professional development and guidance to school-based personnel in the in the Content Specialist's area of expertise to improve student achievement, accelerate student learning, and ensure compliance.
  - Assist school-based personnel in capturing and disseminating knowledge to and from schools. This includes best practices at the school and support team levels.
  - Lead team in the customization of services, pilot programs and initiatives to meet the unique needs of principals and their respective schools.
- Transactions
  - Provide transactional oversight and support related to assigned student service(s).
  - Advocate/liaise with the Network Team, DSS management team, and central entities when necessary to ensure that transactions are executed to meet compliance mandates and schools' satisfaction.
  - Perform transactions related to assigned instructional area(s) and advocates/liaises with the DSS management team and central entities when necessary to ensure operational transactions are finalized to the satisfaction of the schools.

  - Supervise the tracking of complaints and their resolutions, and oversees quality assurance for all student placement, youth development and family support services functions.
- Problem-solving
  - Provide guidance and resources to Principals, school administrators, and school-based personnel within their network to increase capacity and autonomy of each school. This includes frequent school visits to trouble-shoot and provide one-on-one support as necessary.
- Strategic coaching
  - Provide strategic coaching to principals and CFN staff to engender effective instructional practice and/or the provision of high-quality special education services.
- Advocacy
  - Serve as an advocate for schools, engaging CFN leadership in potential policy changes.
  - Identify shared challenges and advise accordingly regarding policy updates or changes.
  - Advance a service-oriented culture designed to attain high levels of principal satisfaction with the services and support the network provides.
- Communications
  - Support principals' work to capture and disseminate knowledge among network schools. This includes best practice-sharing related to instructional and student service issues, and facilitating staff inter-network collaboration.
  - Provide critical, technical information as available from DSS management teams, including central policy and process updates and changes.

Relationship to other DOE support structures

- Liaise, as appropriate, with the DSS management team and central leadership for purposes of fulfilling principal and school needs that must escalate beyond the network team.
- Identify complex and systemic needs of schools in the network and arrange for the provision of services to meet those needs; serve as an advisor to the other team members on student services-related questions.
- Advise principals on when and how to seek additional resources and/or expertise from the system.
- Assume a leadership role in shaping the internal and external market, assisting the team in identifying services for schools.
- Work collaboratively with the other CFN network team members to share best practices and foster the network's cross-functionality.

QUALIFICATIONS /ELIGIBILITY

Minimal

- Current Appointed and Tenured New York City Department of Education Teacher in one or more of the following areas English/Language Arts, humanities, mathematics, science, or special education, ELL.

Preferred

- (Advanced degree in English/Language Arts, humanities, mathematics, or science instruction; special education; English Language Learner support; or another related field
- Excellent communication and advocacy skills
- Experience in data management and analysis
- Well developed strategic thinking and planning skills
- Track record of leadership in the education sector
- Proactively and strategically works to meet short- and long-term goals
- Entrepreneurial, innovative leadership approach
- Highly motivated, self-directed team-player with a demonstrable history of success
- Ability to build relationships with diverse constituencies
- Experience providing professional development to other school professionals
- Record of excellent performance in previously held positions

SALARY: As per UFT collective bargaining agreement

WORK SCHEDULE: As per UFT collective bargaining agreement-
Monday – Friday; 8:00 AM to 4:00 PM

APPLICATION: Please apply in writing by email, expressing your interest and qualifications including resume, and file number by close of business **on: March 5, 2010 5p.m to**:

CFNrecruiter@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED: *Gary Barton*
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Division of Human Resources