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

Posted Date: July 18, 2008
Deadline: September 25, 2008

Please Post

Teacher Vacancy Circular # 4 2008-2009

Position: Literacy Coach
Location: 16k385-School of Business, Finance and Entrepreneurship

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 work day 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 other approved programs in the school:
  - Balanced Literacy
  - Month by month Phonics
  - NYC Passport Program
  - NCEE/America's Choice Ramp up to Literacy Program
- Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction with 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 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 work day.

Application:

To apply please submit the required application along with a copy of your resume, no later than **September 25, 2008**
to:

Ann Marie Malcolm, Assistant Principal
School of Business, Finance and Entrepreneurship
125 Stuyvesant Avenue
Brooklyn, NY 11221
Or email amalcol2@schools.nyc.gov

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APPROVED: Gary Barton
Gary Barton
Division of Human Resources