

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

Posted Date: April 29, 2013

Deadline Date: May 24, 2013

Teacher Assigned Vacancy Circular No. 8 GESC Instructional Program Coordinator (2013-14)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A - Genovesi Environmental Study Center (GESC) Instructional Program Coordinator, up to 2 positions
Position is one year – renewal based on funding and performance
(INTERNAL CANDIDATES ONLY)

Location: Genovesi Environmental Study Center
7151 Avenue T
Brooklyn, NY 11234

Eligibility: Tenured teacher with minimum of 3 years of satisfactory science teaching experience
Preferred Advanced Degree in Science or Science Education

Selection Criteria:

- Extensive expertise in science instruction at the elementary, middle or high school level
- Knowledge regarding current research and research practices of science education, with specific regard for environmental science
- The ability to develop, plan and implement diverse types of science programs aligned to NYS Learning and Performance Standards for Kindergarten – 12th grade school children, teachers and school groups
- Demonstrated ability in understanding and executing scientific inquiry-based learning experiences
- Successful integration of STEM practices, instructional technology and disciplinary literacy skills as a part of instructional units
- Demonstrated ability and experience in working effectively with scientific material
- Satisfactory experience teaching, integrating and using instructional technology in technology-rich environments for STEM instruction
- Demonstrated effective classroom management and organization skills
- Demonstrated creative and innovative approaches to instruction
- Experience conducting professional development workshops
- Excellent public speaking and facilitation skills
- Self starter with the ability to be flexible with work schedules
- Excellent organizational, oral, written communication and technological skills
- Demonstrated ability to work as part of a team
- Willingness to travel to schools and meetings throughout the city
- Willingness to work occasional Saturdays, school breaks, summer and evening hours (additional compensation will be provided)
- Excellent record of attendance, punctuality and professionalism.

Duties and Responsibilities:

- Initiate and oversee all aspects of instructional programs for NYC public school students in grades K – 12 including school-based visits related to GESC programming
- Work collaboratively with GESC Instructional Coordinator of Curriculum to develop curriculum resources for GESC aligned to DOE instructional priorities and initiatives
- Work with OSPP leadership and other GESC Coordinators to research and write grants to support the implementation and ongoing development of GESC student programming, curriculum and professional development programs
- Work collaboratively with OSPP leadership, other GESC Coordinators and constituencies within the DOE to operate all aspects of GESC programming
- Work with OSPP leadership to document, reflect upon, publish and give presentations about GESC at various meetings and conferences
- Work with OSPP leadership to develop and monitor instructional program budgets
- Maintain daily GESC operational needs
- Work with OSPP leadership and other GESC Coordinators to create GESC promotional and marketing materials
- Communicate with schools, teachers, families, and outside organizations about GESC on a regular basis.
- Oversee regular maintenance of instructional program information on GESC webpage
- Work with OSPP leadership to design and administer evaluation instruments to measure the effectiveness of the GESC student programs
- Other duties and responsibilities as consistent with the position and needs of GESC.

Work Year: As per UFT Collective Bargaining Agreement

Hours: 8:00 AM – 4:00 PM Monday through Friday

Salary: As per UFT Collective Bargaining Agreement

Application: Email cover letter and resume, including circular number in the subject line, by **May 24, 2013** to:

Email: STEMMattersNYC@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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<http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm>.

Approved: 

**Charles Peebles, Executive Director, Office of Field and information Services
Division of Human Resources & Talent**