

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

Posted Date: January 2, 2013

Deadline: January 30, 2013

TEACHER ASSIGNED VACANCY CIRCULAR NO. 17 (2012 – 2013)
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: Teacher Development Specialist
(INTERNAL CANDIDATES ONLY)

Reporting to the cluster leader, 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: Various schools within Cluster 1

ELIGIBILITY: New York City licensed, tenured teacher

SELECTION CRITERIA:

- Minimum of five (5) years of satisfactory teaching with the NYC Department of Education.
- Strong project management and interpersonal skills for planning and implementing projects across multiple constituents.
- Knowledge of principles and practices of effective teacher development and adult learning; preference will be given to those with a demonstrated understanding ability to plan and facilitate learning experiences for teachers.
- Demonstrated ability to analyze data, to prepare high quality reports and documents, and to make clear and concise oral presentations.
- Demonstrated experience with the Professional Teaching Standards and Continuum of Teacher Development or other research-based teaching frameworks.
- Knowledge of the Accountability tools.
- Knowledge and ability in the utilization of instructional technology.
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel.
- Attention to detail, ability to multi-task and demonstrated ability to work as part of a team.

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.
- 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 MTS.
- Act as a liaison to Office of Leadership to share critical teacher development needs emerging from the field.

SALARY: As per Collective Bargaining Agreement

HOURS/WORK YEAR: As per Collective Bargaining Agreement

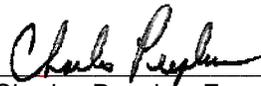
APPLICATION: Send letter of application with circular number, cover letter and resume via email only by **January 30, 2013** to:

Judi Fenton, Lead Teacher Development Specialist, Office of Leadership
jfenton2@Schools.nyc.gov

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APPROVED:



Charles Peebles, Executive Director, Office of Field and Information Services
Division of Human Resources and Talent