

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

Posted Date: April 27, 2011
Deadline: May 24, 2011

Teacher Assigned Vacancy Circular No. 20 (School Year 2011-2012)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A- New York City School Library System
Coordinator.
(FOR INTERNAL CANDIDATES ONLY)

Eligibility: New York State Library School Media Specialist- (Library
Certification)
Tenured teacher of library with a minimum of five (5) years
experience in this area.

Duties and Responsibilities:

Under the direction of the Director of Library Services, with wide latitude for independent initiative and judgment, will oversee various aspects of library professional development programs and other initiatives undertaken by the NYC School Library System.

Major responsibilities:

1. Collaborate on the planning, development and implementation of a wide range of professional development opportunities for school library personnel related to NYS Learning Standards and NYC Performance Standards;
2. Collaborate with constituencies within the DOE to align library services with school, network, and system priorities and initiatives;
3. Coordinates initiatives of NYC School Library System, including the Cooperative Collection Development and mini-grant programs;
4. Provide budgetary oversight and support for NYC School Library System initiatives;
5. Develop, administer and analyze instruments and procedures to identify library information and resource needs of teachers, students and administrators in member schools;
6. Design and administer evaluation instruments to measure the effectiveness of the library system's programs;
7. Provide on-site technical assistance around library-related issues.

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NYC School Library Coordinator

Requisite skills and experience:

Three years successful experience as a school-based library media specialist (minimum required per CR 90.18);
Experience with collaborative planning and teaching;
Successful teaching of information literacy skills as a part of classroom instructional units;
Experience conducting professional development workshops;
Demonstrated knowledge and use of NYS Learning Standards and NYC Performance Standards in the development of instructional units and lessons;
Experience developing and monitoring program budgets;
Willingness to serve on library field teams to deliver direct service at network and school levels;
Ability to communicate effectively orally and in writing.

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: Send letter of application with circular number and resume by May 24, 2011 to:

Barbara Stripling
New York City Department of Education
52 Chambers Street, Room 210
New York, NY 10007

AN EQUAL OPPORTUNITY EMPLOYER

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

Approved: *Gary Barton*

**Gary Barton, Executive Director, Office of Field and
information Services
Division of Human Resources and Talent**