

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

Posted Date: April 18, 2014

Deadline Date: May 20, 2014

Teacher Assigned Vacancy Circular No.2 School Year (2014-15)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A - New York City Center for Space Science Education
(NYCCSSE) Instructional Programs Specialist

(FOR INTERNAL CANDIDATES ONLY)

Location: New York City Center for Space Science Education
220 Henry Street
New York, NY 10002

Eligibility: Tenured teacher with minimum of 3 years of satisfactory science teaching
experience
Advanced Degree in Science or Science Education
Position is one year – renewal based on funding and performance

Selection Criteria:

- Extensive expertise in science instruction at the elementary, middle or high school level
- Extensive knowledge regarding current research and research practices of science education, with specific regard for space and/or aviation science
- The ability to develop, plan and implement diverse types of science instructional supports and resources, aligned to NYS Learning and Performance Standards, for school groups (2nd – 12th grade) and teachers
- Successful integration of STEM practices and disciplinary literacy skills as a part of classroom instructional units
- Experience conducting professional development workshops
- Excellent public speaking and facilitation skills
- Self-starter with the ability to be very flexible with work schedules
- Excellent organizational, oral, written, communication and technological skills
- 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:

- Work collaboratively with other NYCCSSE staff to organize, coordinate and run instructional programs for NYC public school students in grades 2 – 12 including school-based visits related to NYCCSSE programming
- Work collaboratively with other NYCCSSE staff to plan and implement professional development programs aligned to DOE instructional priorities and initiatives
- Work collaboratively with other NYCCSSE staff to develop curriculum resources for NYCCSSE aligned to DOE instructional priorities and initiatives
- Work collaboratively with Office of Curriculum, Instruction and Professional Development (CIPD) leadership, other NYCCSSE staff, the national Challenger

- Center organization and constituencies within the DOE to operate all aspects of NYCCSSE programming
- Maintain daily NYCCSSE operational needs
- Communicate with schools, teachers, families, public officials and outside organizations about NYCCSSE on a regular basis
- Work with CIPD leadership to design and administer evaluation instruments to measure the effectiveness of NYCCSSE programs
- Other duties and responsibilities as consistent with the position and needs of NYCCSSE

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 20, 2014** to:

Email: SpaceCenter@schools.nyc.gov

An Equal Opportunity Employer

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Approved: _____

**Charles Peeples, Executive Director, Office of Field
Services & Information, Division of Human Resources**