

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

Posting: March 18, 2010
Deadline: April 23, 2010

LITERACY COACH TEACHER VACANCY CIRCULAR No. 25, 2009-2010
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: Literacy Coach
1 Position

ELIGIBILITY: License, Tenured, and Appointed Teacher, New York City Department of Education. 3 years teaching experience in middle school literacy instruction. A masters or advanced degree in an area that includes literacy as a significant component

Location: New York City Department of Education
52 Chambers Street
New York, NY 10007

Position Summary: The Striving Readers Literacy Coach is responsible for providing instructional support during the implementation of the federally funded citywide Striving Readers Grant. In collaboration with the Striving Readers Project Director, the New York State Education Department, grant partners (consultants, grant evaluators) and Central DOE English Language Arts Department, the literacy coach will be responsible for assisting with the implementation of all aspects of the project at the school level. The literacy coach will also be responsible for regular interaction with principals and school staff involved in the grant, treatment program author, and consultants.

Reports to: Director of English Language Arts NYCDOE, Striving Readers Project Director

Direct Reports: None

Key Relationships: NYSED, NYCDOE Central –Office of Curriculum Standards and Academic Engagement, Grant Partners cited in the Grant, Teachers and administrators from the schools named within the Grant.

DUTIES AND RESPONSIBILITIES:

- Assist project director with overall delivery of the project's components as scheduled;
- Maintain a calendar, collect and disseminate notes from meetings, and ensure that all participating schools have access to necessary information in a timely manner;
- Work frequently and collaboratively with school staff, teachers and administrators of participating schools, treatment program author, project director, consultants and independent evaluator;

Page 2 Teacher Vacancy No. 25 2009-2010- The Striving Readers Literacy Coach Position

- Organize and facilitate professional development events (communication, progress reporting, monitoring, and visits to schools).
- Assist project director with oversight of periodic collection of data
- Work with building principals to assist with all aspects of program implementation
- Work to assist teachers to deliver supplemental literacy intervention
- Assist schools with parent and student information protocols
- Plan, schedule and deliver professional development for participating schools
-
- Monitor instruction and project fidelity
- Stay abreast of subject area research to remain current with the latest developments in the area of adolescent literacy, and assist in sharing these knowledge resources and data with schools.
- Maintain an electronic archive of materials including agendas and meeting notes;
- Submit bi-weekly reports to the Director of English Language Arts and to grant project director
- Maintain frequent contact with participating teachers
- Work with the project director and grant evaluator to provide access to and support for the collection of quantitative and qualitative data;
- Provide project director with school-based data for evaluation reports to the Federal Government.

REQUIREMENTS:

- Evidenced expertise in **adolescent literacy**
- Proven experience in professional development topics related to **adolescent literacy**
- Prior staff development experience

QUALIFICATIONS:

Plus

- Demonstrated knowledge of ELA curriculum
- Experience with planning and delivering professional development
- Excellent written and verbal communication skills
- Demonstrated expertise in interpersonal relations
- Excellent organizational skills
- Excellent computer skills with demonstrated experience with Microsoft Word Excel and Power Point, technology-based professional development media
- Expertise in ARIS
- Knowledge of FAMIS, PROTRAXX

Preferred

- Prior experience as a Literacy Coach
- Proven understanding of organizing, managing and sharing of best practices
- Knowledge and demonstrated ability to apply theories of effective practices for:

Page 3 Teacher Vacancy No. 25 2009-2010- The Striving Readers Literacy Coach
Position

- o Data-driven instructional practices and student achievement
- o Use of instructional technologies
- o Differentiated instructional strategies

Salary: As per UFT Collective Bargaining Agreement

Hours: As per UFT Collective Bargaining Agreement

Work Year: As per UFT Collective Bargaining Agreement

APPLICATION: Send letter of application with circular number, cover letter and resume via e-mail by: April 23, 2010 to:

Anna Commitante,
at
acommit@schools.nyc.gov

New York City Department of Education
52 Chambers Street
New York, NY 10007

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: *Gary Barton*
Gary Barton
Division of Human Resources