

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

Posted Date: May 19, 2009

Deadline: June 16, 2009

VACANCY CIRCULAR # 28 2009- 2010 School Year
SUBJECT TO BUDGET AVAILABILITY

POSITION: Grant Funded Reading First (K-3 Literacy Coach
(*The assignment is for one year.*)

ELIGIBILITY: Regularly Licensed Tenured Teacher

LOCATION OF ACTIVITY: Various Reading First Sites throughout the city

SELECTION CRITERIA:

- Regularly licensed Tenured New York City teacher;
- NY State Reading License preferred ;
- Principal & Supervisor Recommendation;
- 5 years satisfactory teaching experience;
- From qualified applicants preference will be given to those teachers currently working in 2 or more identified Reading First schools;
- Knowledge of New York State Standards, Primary Literacy Standards, Early Literacy Competencies, and knowledge of ESL or bilingual education instructional strategies;
- Demonstrated ability to work with students, parents, teachers and supervisors;
- An interview is required;
- Demonstrated successful experience as a staff developer/teacher trainer in literacy preferred;
- Demonstrated ability to communicate (written and oral) effectively;
- Excellent attendance and punctuality;
- Appropriate New York State certification (or possession of a valid Level II teaching certificate from a state that participates in the interstate agreement with the New York State Education Department) in Reading, English, English as a Second Language or Elementary Education.

QUALIFICATIONS:

- Demonstrated understanding of standards-based teaching, learning and assessment;
- Demonstrated ability to model lessons;
- Success in working collaboratively with other professional staff on instructional issues;
- Demonstrated ability to prioritize support to teachers and schools
- Demonstrated knowledge in latest circular and instructional reforms;
- Demonstrated excellent communication skills;
- Demonstrated success in teaching based on student achievement;
- Demonstrated knowledge of best practices in literacy education;
- Commitment to continuous professional development;
- Demonstrated knowledge and application of technology as an instructional tool.

DUTIES AND RESPONSIBILITIES:

- Coach K-3 teachers in all aspects of the Reading First program full time during the 2009-2010 school year. This includes use of the Harcourt Trophies, Trofeos, or Story Town materials (where applicable) state mandated assessments and the New York State Reading Academy;
- Work with Reading First Coordinator and principal to prioritize school and teacher support and schedule days in schools;
- Work with the building leadership to identify students in need of intensive intervention services;
- Facilitate training and ongoing use of the *iREADfirst* web portal;
- Provide Reading First professional development that includes but is not limited to implementation of core program, demonstration lessons, differentiated instruction, data usage, etc...

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- Coordinate assessment and data collection and analysis with teachers and administrators;
- Complete and submit all required documentation in a timely manner;
- Provide small group intervention instruction in collaboration with the school's extended day program;
- Participate in monthly Cohort meetings and actively develop and support goals and objectives;
- Maintain a log of professional development and technical support provided to teachers;
- Ensure accurate and timely collection and submission of required data;
- Complete and submit required reports in a timely manner

SALARY: As per collective bargaining agreement

WORK SCHEDULE: As per collective bargaining agreement

APPLICATION: Please send a resume, letter of application which includes your qualifications for the position to:

Anita Henderson
Director of Nonpublic Schools
New York City Department of Education
52 Chambers Street
Room 208
New York, NY 10007

Applicants can also submit their resume and letter of application via email to Barbara Jackson at bjackso@nycboe.net.

DEADLINE: Application must be received by: **June 16, 2009.** Please include Vacancy Circular No. 28 on the application.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/H

Please note that service exceeding 400 hours in one or more per session activities in a per session year requires specific written approval of the Executive Director of the Division of Human Resources. The appropriate Executive Director, Assistant Superintendent of High Schools, or Community Superintendent must make the request in writing before the person can begin the activity. Requests should be sent to the Division of Human Resources, Per Session Unit at 65 Court Street, Brooklyn, N.Y. 11201. For details please refer to Chancellor's Regulation C-175 dated 8/28/84.

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