

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

**Posted Date: October 5, 2007  
Deadline: November 2, 2007**

MATH/LITERACY COACH VACANCY CIRCULAR No 7 2007-2008 FOR THE 2007-2008 SCHOOL YEAR\* \*If Funding permits

A. **POSITION:** Math /Literacy Coach 1 Position  
Teacher – Instructional Division

B. **Location :** Public School 19  
780 Post Avenue, Staten Island , New York 10310

C. **Requirement of the Position**

Reporting to the Principal, the coach will be assigned to PS 19. The workday will commensurate to a Teacher position, as per collective bargaining agreement. The assignment is for the school year 2007-2008 and if the coach wishes to continue in the same assignment, with the approval of the principal, the coach can be selected for another term without the need to reapply. Otherwise position is subject to an annual reapplication and selection process.

D. **Responsibilities of the Position**

- Develop and support a culture of reflective practice among teachers.
- Coach teachers, model lessons, and provide feedback to colleagues in order to implement Core programs in literacy and mathematics and other approved programs in the school:
  - Balanced Literacy - TC
  - Month by Month Phonics
  - Breakthrough to Literacy
  - Rigby Balanced Literacy
  - Assessments
  - Everyday Mathematics
  - Math Steps/Calendar Math
  - Problem Solving
  - Exemplars
  - Larsens Math
- Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction with Core programs.
- Assist teachers to embed assessments into daily instruction activities.
- Differentiate support for teachers based upon demonstrated need.
- Organize opportunities for staff to observe and participate in discussion and conferences as part of the peer coaching process.
- Work closely with the principal and assistant principals to assess teachers' needs and student data and to plan relevant professional development.
- Facilitate workshops, courses, and study groups for teachers, supervisors, parents, and other members of the instructional and guidance staffs.
- Maintain required records and reports to document professional development throughout the school year.  
Attend all required session to roll out the Core curriculum initiatives to enable and provide staff development.
- Co-teach one regularly scheduled period per day for the purpose of demonstrating lessons for the regular classroom teacher and other staff, to increase transfer of Core program application and to build system-wide capacity.
- Be part of an Inquiry Team to analyze and structure support for student assessments.
- Willingness to be trained and apply ARIS and Acuity Data Systems

**Requirements**

- Minimum of five (5) years of satisfactory teaching experience in Math or English or elementary or related field(s), with experience teaching the core curriculum.
- Masters Degree in subject or related area preferred.
- Demonstrated successful experience as a teacher of literacy, elementary grades and/or mathematics.
- Demonstrated successful experience of staff developer/teacher trainer in literacy or mathematics preferred.
- Demonstrated ability to communicate (written and oral) effectively.
- Appointed New York City Licensed and/or New York State certified teacher in Reading, Math, English as a Second Language or Elementary Education
- Mentor teachers who receive mentoring and to complete all necessary responsibilities associated with this requirement

**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 knowledge in latest circular and instructional reforms
- Demonstrated excellent oral and written communication skills
- Demonstrated success in teacher based on student achievement
- Demonstrated knowledge of best practices in Literacy/Math education
- Commitment to continuous professional development
- Demonstrated knowledge and application of technology as an instructional tool

E. **Salary**

Appropriate placement on the teacher salary schedule

**APPLICATION** Send letters of application and resume on or **before Friday , November 2, 2007** by 3:15 pm to:

Mary Petrone, Principal  
Public School 19  
780 Post Avenue, Staten Island, New York 10301

AN EQUAL OPPORTUNITY EMPLOYER M/F/H SUBJECT TO FUNDING

APPROVED: Gary Barton

Gary Barton  
Division of Human Resources