

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

Posting: October 8, 2008  
Deadline: November 7, 2008

**TEACHER VACANCY CIRCULAR No 18 (FOR 2008-2009 School Year)**

**POSITION:** MATH COACH  
(The assignment is for one year subject to re-application and selection in an annual re-advertisement process.)

**LOCATION:** Public School 64, Robert E. Simon Elementary School  
600 East 6<sup>th</sup> Street  
New York, NY 10009

**SELECTION CRITERIA:**

- Minimum of five (5) years satisfactory teaching experience in Math or elementary or related field(s), with experience teaching the core curriculum
- Principal Recommendation
- Demonstrated ability to work with students, parents, teachers and supervisors
- Strong interview
- Demonstrated successful experience as a teacher of math and/or elementary grades
- Demonstrated successful experience as a staff developer/teacher trainer in mathematics preferred
- Demonstrated ability to communicate (written and oral) effectively
- Excellent attendance and punctuality
- Masters Degree in subject or related area preferred
- Appropriate New York State certification in Math 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 knowledge in latest circular and instructional reforms
- Demonstrated excellent oral and written communication skills
- Demonstrated success in teaching based on student achievement
- Demonstrated knowledge of best practices in Math education
- Commitment to continuous professional development
- Demonstrated knowledge and application of technology as an instructional tool

**DUTIES AND RESPONSIBILITIES:**

- Develop and support a culture of reflective practice among teachers
- Coach teachers in all aspects of the school's mathematics program, model lessons, and provide feedback to colleagues in order to implement
- Model effective test sophistication strategies for classroom teachers
- Core programs in mathematics and other approved programs in the school including: Everyday Mathematics, Math Steps, Impact Mathematics, Math A
- Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction within the Core programs
- Assist teachers to embed assessments into daily instructional 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 sessions to roll out the Core curriculum initiatives to enable and provide staff development
- Co-teach one regularly scheduled period per day for the purposes of demonstrating lessons for the regular classroom teacher and/or other staff, to increase transfer of Core program application and to build system-wide capacity
- Complete professional development process to become certified trainers in Core mandated curriculum where appropriate

**WORK SCHEDULE AND SALARY:** As per U.F.T Collective Bargaining Agreement

**APPLICATION:** Please send resume and cover letter, including qualifications,  
by November 7, 2008 to:

Marlon Hosang, Principal  
PS 64 – Robert Simon Elementary School  
600 East 6<sup>th</sup> Street  
New York, NY 10009

Or

email: mhosang@schools.nyc.gov

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

APPROVED: Gary Barton

Gary Barton  
Division of Human Resources