

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

Posted Date: June 12, 2013

Deadline Date: June 26, 2013

Teacher Assigned Vacancy Circular No. 13 TIF Implementation Coach (2013-2014)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A- Division of Talent, Labor and Innovation
Position is one year – renewal based on grant funding and performance
(FOR INTERNAL CANDIDATES ONLY)

Location: Office of Teacher, Recruitment and Quality
65 Court Street
Brooklyn, NY 11201

Eligibility: Licensed and NYC Tenured teacher with minimum of 3 years of satisfactory teaching experience

Position Summary: The Office of Teacher Recruitment and Quality (TRQ) is responsible for the recruitment of high-quality teachers to meet the staffing needs of NYC public schools; developing initiatives to promote the equitable and quality distribution of teachers across all schools; and creating a career lattice for teachers throughout the system. Research has repeatedly shown that teacher quality is the single most important variable in raising student learning. The Office accomplishes its work through a strategic, data driven approach. Among TRQ's responsibilities are to:

- Serve as the primary marketing agent and source of information to individuals seeking to become NYC public school teachers to recruit a large, high quality and diverse pool of candidates.
- Design and manage recruitment initiatives, programs, and pathways for individuals to become NYC teachers, especially to address subject and geographic shortage areas.
- Select a high quality pool of candidates to become NYC teachers through rigorous, research-driven, screening processes.
- Provide strategic assistance to schools to help them make optimal, local hiring decisions.
- Lead teacher portfolio initiatives, including incentives, to promote an equitable distribution of teachers across all schools and especially ensure that students with the greatest need are served by highly effective educators.
- Lead the management of the Teacher Incentive Fund grant (approximately 53 million dollars over 5 years) awarded to support the NYC DOE to establish a comprehensive career lattice.

The Strategic Incentives team, within TRQ, oversees the strategic approach and implementation of initiatives to support recognition, retention, and teacher career development within the Division of Talent, Labor and Innovation. Additionally, the team manages the development and implementation of several teacher leadership programs that provide specific career advancement opportunities to teachers. The team aims to advance the career trajectory of the NYC teaching force by developing and managing leadership opportunities that continuously improve teaching practice and adult leadership, identifying and rewarding strong teachers for excellence, and effectively communicating opportunities to ensure equitable access by our diverse and talented teaching force.

The Teacher Incentive Fund (TIF) grant is a 53 million dollar 5-year grant from the US Department of Education to implement new teacher leader positions in 80 high-need middle schools.

Selection Criteria:

- Extensive expertise in instruction (preferably experience with middle school curriculum)
- Experience utilizing teacher development rubric (e.g., *Danielson Framework for Teaching*) as a way to guide development
- Ability to effectively communicate and collaborate with other teachers and administrators
- Experience in formal or informal teacher leadership positions (e.g. Lead Teacher, Coach, Instructional Lead)
- Experience designing and conducting professional development workshops
- Experience coaching adults, providing peer feedback, and a keen understanding of adult learning
- Excellent public speaking and facilitation skills
- 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:

- Caseload of 8-10 schools that are implementing the Teacher Incentive Fund (TIF) career lattice positions
- Support implementation of career lattice positions and track toward grant goals
- Provide school-based, job-embedded professional development for Peer Instructional Coaches (e.g., facilitative leadership, implementing the 2013-14 Citywide Instructional Expectations) and Demonstration Teachers (e.g., best practices in setting up a model classroom)
- Facilitate calibration/norming of Peer Instructional Coaches on *Danielson Framework*
- Models non-evaluative observations aligned with the *Danielson Framework*
- Supports teacher leaders in the planning of PD resulting from teacher observations/feedback
- Acts as liaison between TIF program team, participating school leaders, and teacher leaders
- Builds and maintains relationships with TIF partner schools and career lattice teachers
- Participates in weekly case-conference meetings with other TIF coordinators and Director
- Establishes systems for sharing of best practices within and between schools and shares with TIF program team to inform teacher career lattice development
- Coordinates intervisitations between teacher leaders and schools
- Collaborates with TIF program team to collect video within schools

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

June 26, 2013 to:

Email: jwalter2@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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<http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm>.

Approved: 

**Charles Peoples, Executive Director, Office of Field and Information Services
Division Human Resources & Talent**