

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

**Posted Date: June 4, 2010**

**Deadline: June 28, 2010**

**Please Post**

**Teacher Assigned Vacancy Circular No. 39 (2010-2011) School Year )**

*(The assignment is for one year subject to Funding Availability)*

**POSITION:     MAGNET PROGRAM CURRICULUM SPECIALIST  
                      MAGNET SCHOOLS PROGRAM DISTRICT 25 AND 28**

**Position Summary:** The District 25 and 28 Magnet Schools Program is a four year federally funded program with an operating budget of 7.7million dollars. The Magnet Program Curriculum Specialist will work with the Project Director and the 5 participating schools in the Linden Place Office in Queens to ensure that the schools create sustainable theme based rigorous curriculum. He / She will regularly support the schools to aid them in creating theme based curriculum maps and units based upon the underpinnings of Understanding By Design. In addition, he/she will provide professional development for the schools helping them role out a viable themed curriculum. The curriculum specialist will act as a coach, professional developer and curricula resource for the 5 magnet schools.

**Reports to:** District 25 / 28 Magnet Project Director

**Key Relationships:** Works closely with the District 25 and 28 Magnet Project Director, the 5 magnet principals, the 10 magnet specialists and the curriculum design team at each school to meet the schools curricula needs.

**RESPONSIBILITIES:**

1. Work with principals, magnet specialists and project director to learn about and support the schools curricula goals.
2. Work with each school's curriculum team and/or subject departments to develop theme based curriculum maps and units
3. Develop lists of resources to support each unit developed.
4. Edit curriculum maps and units and ensure timely posting of material on magnet website.
5. Coach teachers in implementing the units, including how to teach the essential question or implement the project.
6. Weave schools theme throughout the curriculum in a seamless and meaningful way.
7. Interact with schools partnerships to ensure that all parties are aligned in terms of curriculum objectives.
8. Provide professional development to teachers at the five magnet schools. Develop an action plan for each school ensuring that all will have themed social studies, English language arts and science curriculum.

9. Serve as the point person for the curriculum design team.
10. Facilitate the sharing of best practices among the magnet principals and specialists.
11. Other grant responsibilities determined by the Magnet Project Director.

**QUALIFICATIONS:**

**Minimum Requirements:**

1. Licensed, appointed, tenured teacher
2. A master's degree in Education
3. A baccalaureate degree from an accredited college
4. Demonstrated proficiency in Grant Wiggins Understanding by Design and Heidi Hayes Jacobs Curriculum Mapping
5. Experience providing professional development to middle school teachers in developing units of study based on the concepts from Understanding by Design
6. Is extremely familiar with the goals and objectives of the Magnet School Assistance Program
7. Has created themed project based curriculum that correlates to the NYC department of education curriculum.
8. Demonstrated proficiency in Microsoft Excel, Microsoft Word, Outlook

**Preferred:**

1. Excellent verbal, listening, problem-solving and coaching skills
2. Attention to detail and follow-through
3. Strong organizational, analytical and communication skills.
4. Has worked as a teacher in a Magnet School.

**SALARY:** As per UFT collective bargaining agreement

**HOURS:** As per UFT collective bargaining agreement

**WORK YEAR:** As per UFT collective bargaining agreement

**APPLICATION:** Send resume and cover letter via email no later than **June 28, 2010**  
Please indicate **Magnet Program Curriculum Specialist**  
in the subject line to:

Lainie Leber  
Director of the District 25 & 28 Magnet School Program  
[LLeber@schools.nyc.gov](mailto:LLeber@schools.nyc.gov)

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**MAGNET SCHOOLS PROGRAM DISTRICT 25 AND 28**

**AN EQUAL OPPORTUNITY EMPLOYER**

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