

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

Posted Date: **September 23, 2008**
Deadline: **October 24, 2008**

PLEASE POST

TEACHER ASSIGNED VACANCY CIRCULAR # 14, 2008-2009

POSITION: Teacher Assigned A, Prekindergarten (PreK) Instructional Coordinator
LOCATION: TBD - Division of Teaching and Learning

ELIGIBILITY: New York City Department of Education tenured and licensed Early Childhood or Bilingual Early Childhood license OR Common Branches or Bilingual Common Branches license with at least five years of satisfactory experience.

Position Summary: Reporting to the Borough Instructional Manager, the PreK Instructional Coordinator will be assigned to work with Universal PreK (UPK) Programs located at contracted UPK community based organizations (CBOs).

Reports To: Borough Instructional Manager

Key Relationships: The PreK Instructional Coordinator works closely with the PreK Borough Manager and other members of the PreK team to manage instructional oversight of CBOs contracted to provide PreK services

SELECTION CRITERIA:

- Demonstrated successful experience as a teacher of early childhood grades, PreK and/or kindergarten preferred.
- Demonstrated successful experience as a staff developer/teacher trainer, in early childhood education preferred.
- Demonstrated understanding of developmentally appropriate standards-based instruction, including how to create emotionally responsive prekindergartens and how to conduct PreK content-focused coaching related to speaking and listening, as well as knowledge of best practices in PreK curriculum models and program conduct.
- Demonstrated ability to model lessons.
- Success in working collaboratively on instructional issues with other professional staff, including directors of community-based organizations.
- Demonstrated knowledge of best practices in PreK curriculum models.
- Demonstrated knowledge and application of technology as a developmentally appropriate instructional tool.
- Demonstrated excellent oral and written communication skills.
- Excellent attendance and punctuality.

DUTIES AND RESPONSIBILITIES:

- Coordinates duties and collaborates effectively with the Borough Manager - PreK Instructional Services regarding the implementation of Universal PreK Programs within community-based organizations (CBOs).
- Coordinates duties and collaborates effectively with the CBOs' directors regarding contracted educational services.
- Manages instructional oversight of CBOs, including mid- and end-of-year reviews, and conducts scheduled meetings with the PreK Contract Manager's counterparts to review the status of CBOs.
- Ensures that all program components—developmentally appropriate standards-based instruction, health, social services, continuity, community/parent involvement, and professional development—are implemented.
- Models classes, conducts regular visitations to CBO sites, and assists in conducting formative and summative evaluations of program components.
- Assists CBOs in embedding assessments into daily instructional activities focused on student outcomes and program quality.
- Differentiates support for CBO staff based upon demonstrated need.
- Participates in the child assessment process, including screening and ongoing progress monitoring.
- As part of a committee, reviews applications and selects CBOs based on criteria determined by PreK leadership.

HOURS: As per UFT Collective Bargaining agreement

WORK YEAR: As per UFT Collective Bargaining agreement

SALARY: As per UFT Collective Bargaining Agreement

APPLICATION: Send letter of application with circular number and resume by **October 24, 2008**

To: [Kathryn Brdey-Lattimer](mailto:kbrdey@schools.nyc.gov)
kbrdey@schools.nyc.gov

NOTE: The filling of all positions is subject to budget availability.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/H

Approved: Gary Barton
Gary Barton
Division of Human Resources