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

Posted Date: March 9, 2010
Deadline: April 5, 2010

Re-Posted

Teacher Assigned Vacancy Circular No. 29 (For 2009-2010 School Year)
(SUBJECT TO FUNDING AVAILABILITY)

Position: Teacher Assigned A – Central Based (Various Borough Offices)
Pre-K Instructional Coordinator (Revised Title)

Eligibility:

- License, Appointed and Tenured Minimum of five (5) years of satisfactory, full time experience as teacher of early childhood grades, Prekindergarten and/or Kindergarten preferred
- Minimum of five (5) years teacher and/or staff developer
- Early Childhood or Bilingual Early Childhood license
- Common Branches or Bilingual Common Branches license with a specialty in Early Childhood
- Permanent State Certification

Qualifications:

- Demonstrated understanding of developmentally appropriate standards-based curriculum and instruction, based on The New York City Department of Education's ***Prekindergarten, K-3***
- ***grade Performance Standards*** and The New York State Learning Standards in English Language Arts and Mathematics
- Demonstrated understanding and knowledge of how to create emotionally responsive classrooms
- Demonstrated knowledge of effective coaching strategies
- Demonstrated knowledge of best practices in early childhood education (birth to grade three) curriculum models
- Demonstrated knowledge and application of technology as a developmentally appropriate instructional tool
- Demonstrated ability to communicate effectively
- Proven ability to mentor, coach, conference and model lessons for classroom staff
- Success in working collaboratively on instructional issues with other professional staff including CBO Directors and other instructional coordinators
- Proven expertise in providing professional development
- Commitment to continuous professional development to reflect a disposition to life long learning

Duties and Responsibilities:

- Report to the Early Childhood Instructional Manager
- Coordinate duties and collaborate effectively with the Early Childhood Borough Director, Instructional Manager and CBO Director regarding the implementation of the Universal Prekindergarten (UPK) Program and other early childhood education initiatives
- Read, evaluate and conduct site visits associated with the RFP process related to early childhood education initiatives
- Review UPK program and related early childhood program budgets with the Early Childhood Borough Contract/Operations staff
- Conduct site visits with Administration for Children's Services (ACS) consultants (and related field staff) to assure that all program components including developmentally appropriate standards based instruction, health and nutrition, comprehensive services, continuity, parent involvement and professional development are implemented
- Conduct team meetings with prekindergarten and K-3 staff to plan for instruction based on The New York City Department of Education's ***Prekindergarten, K-3 grade Performance Standards***
- Provide on-going support for the implementation of the prekindergarten, K-3 grade curriculum
- Organize and support the ongoing assessment of prekindergarten, K-3 grade students to inform instructional practice, share results with families and support continuity
- Assist in conducting formative and summative evaluation of program components
- Provide ongoing professional development to support the implementation of the prekindergarten and other early childhood assessments, focused on student outcomes and program quality
- Assist teachers with embedding assessments into daily instructional activities
- Differentiate support for early childhood education (birth to grade three) public and non-public school staff based on demonstrated need and provide onsite/offsite professional development
- Facilitate workshops, courses, and study groups for early childhood education (birth to grade three) staff
- Assist in the implementation of successful transition and continuity experiences for children, their families and staff based on The New York City Department of Education's ***Prekindergarten, K-3 grade Performance Standards***
- Plan and participate in ongoing professional development activities in collaboration with the Borough and Central offices respectively

Hours: 8:00 A.M. – 4:00 P.M. Monday through Friday

Work Year: School year plus five additional days during school scheduled vacation period.

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by **April 5, 2010** to:

earlychildhood@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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