

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

**Posted Date: June 3, 2009  
Deadline: June 30, 2009**

**Teacher Assigned A Vacancy Circular No. 26 2008 -2009**  
(SUBJECT TO BUDGET AVAILABILTY)

**POSITIONS:** Teacher Development Specialist (9 Positions)

**LOCATION:** Various School Support Organizations ( SSOs)

**ELIGIBILITY:** Licensed Appointed and Tenured New York City  
Department of Education

**Position Summary:** Teacher Development Specialists will work with School Support Organizations (SSOs) in planning, organizing, developing and implementing supports for beginning and early career teachers within the DOE. Working in collaboration with the Office of Teacher Development, Teacher Development, Specialists will: provide leadership and technical expertise in planning and developing mentoring and teacher development strategies aligned with the instructional priorities of SSOs; identify and disseminate best teacher development practices; support the development of teacher teams with inquiry focus in schools; and use instructional technology to contribute to the DOE's knowledge management system, first through the coming teacher portal and subsequently through ARIS, to foster a culture of teacher talent development across SSOs.

**Reports to:** Specific SSOs

**Direct Reports:** None

**Key Relationships:** Works in conjunction with the Director of Teacher Development/ Professional Practice, and Office of Teacher Development and SSO staff.

**RESPONSIBILITIES**

- Conduct needs assessments and analyses using both qualitative and quantitative SSO data (including Quality Reviews, Learning Environment Surveys, and Progress Reports) to identify key priorities for new and early career teacher development.
- Seek research-based, innovative solutions to address key areas of need.
- Identify and develop resources to support capacity building within SSOs around teacher development
- Ensure the engagement of all relevant stakeholders; collaborate with network leaders around the development of structures to support teacher development.
- Facilitate clear articulation of effective teaching practice
- Track relevant data using Microsoft Excel and/or Access
- Participate in monthly Office of Teacher Development Meetings
- Participate in the development of Office of Teacher Development courses offered throughout the year.

**MENTORING & INDUCTION**

- Ensure that schools with new teachers have an induction plan (in NTIMS) and conduct monthly data tracking and reporting to inform planning
- Conduct professional development for school-based mentors to support tracking (in NTIMS)
- Work with SSOs to implement varied mentoring models which meet the needs of both schools and new Teachers.
- Participate in contributing content (tools and resources) to support school-based mentoring in the Teacher Portal and subsequent Learning Management System
- Plan and deliver professional development opportunities for school-based mentors
- Capture and disseminate best practices and research on quality mentoring

**DEVELOPING EARLY CAREER TEACHERS**

- Act as a liaison to central Office of Teacher Development to share critical teacher development needs emerging from the field

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- Participate in the development and launch of the beta version of ARIS LEARN and ARIS Learn; including the creation of content (including competency-based assessments, learning experiences and other resources)
- Flag/Jury in ARIS (by subject, grade, and competency) the best materials to support early career teachers

**Qualification Requirements:**

**Minimum:**

- Strong project management and interpersonal skills for planning and implementing projects across multiple constituents
- Knowledge of principles and practices of effective teacher development.
- Ability to analyze data, prepare high quality reports and documents, and to make clear and concise oral presentations.

**Preferred**

- Experience with the Professional Teaching Standards and Continuum of Teacher Development
- Knowledge of the Accountability Office tools including Quality Review, Periodic Assessment & Progress Reports
- Knowledge of and ability in the utilization of instructional technology.
- Understanding of Knowledge Management and ability to disseminate knowledge to field and classroom personnel.
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel.
- Attention to detail, ability to multi-task and demonstrated ability to work as part of a team.

**Selection Process:**

Selection will take place in two stages. First, a central committee of Office of Teacher Development and DSS staff will screen applications and create the pool from which School Support Organizations will choose. In the second stage of the selection process, SSOs will make final selections from the pool.

**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, cover letter and resume via e-mail **only** by: **June 30, 2009** to: Audra M. Watson, Executive Director of Teacher Development [awatson@schools.nyc.gov](mailto:awatson@schools.nyc.gov)

Talent Office  
52 Chambers Street – Room 215  
New York, NY 10007

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APPROVED: *Gary Barton*  
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Division of Human Resources