

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

**Posted Date: August 5, 2014
Deadline Date: Ongoing**

TEACHER ASSIGNED VACANCY CIRCULAR No 18 2014-2015
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: Teacher Assigned A Instructional Content Specialist (Multiple positions)
(INTERNAL CANDIDATES ONLY)

Position Summary: The Instructional Content Specialist will be part of the Network team and will service approximately 35 schools. The Instructional Content Specialist will work closely with school leaders to provide comprehensive, specialized support for one or more of the following instructional areas: English/Language Arts, humanities, mathematics, science, TESOL, or special education. Performs related work.

LOCATION: Network (TBD person could be assigned to any borough)

ELIGIBILITY: Licensed, appointed and tenured New York City Department of Education teacher.

DUTIES/ RESPONSIBILITIES:

Professional development/Capacity building

- Provide professional development and guidance to school-based personnel in the in the Content Specialist's area of expertise to improve student achievement, accelerate student learning, and ensure compliance across network.
- Assist school-based personnel in capturing and disseminating knowledge to and from schools.
- Coordinate team in the customization of services, pilot programs and initiatives to meet the unique needs of principals and their respective schools.

Transactions

- Monitors and provides transactional support related to assigned student service(s).
- Advocate/liaise with the Network Team, OSS&S, and central entities when necessary to ensure that transactions are executed to meet compliance mandates and schools' satisfaction.
- Coordinate the tracking of complaints and their resolutions, and quality assurance for all student placement, youth development and family support services functions.

Problem-solving

- Provide guidance and resources to Principals, school administrators, and school-based personnel within their network to increase capacity and autonomy of each school. This includes frequent school visits to trouble-shoot and provide one-on-one support as necessary.

Strategic coaching

- Provide strategic coaching to principals and network staff to engender effective instructional practice and/or the provision of high-quality special education services.

Advocacy

- Identify shared challenges and advise accordingly regarding policy updates or changes.
- Advance a service-oriented culture designed to attain high levels of principal satisfaction with the services and support the network provides.

Communications

- Support principals' work to capture and disseminate knowledge among network schools. This includes best practice-sharing related to instructional and student service issues, and facilitating staff inter-network collaboration.

- Provide critical, technical information as available from OSS&S management teams, including central policy and process updates and changes.

Relationship to other DOE support structures

- Liaise, as appropriate, with the OSS&S management team and central leadership for purposes of fulfilling principal and school needs that must escalate beyond the network team.
- Identify complex and systemic needs of schools in the network and arrange for the provision of services to meet those needs; serve as an advisor to the other team members on student services-related questions.
- Advise principals on when and how to seek additional resources and/or expertise from the system.
- Work collaboratively with the other network team members to share best practices and foster the network's cross-functionality.

SALARY: As per UFT Collective Bargaining Agreement

HOURS / WORK YEAR: As per UFT Collective Bargaining Agreement
8:00 A.M. - 4:00 P.M. Monday through Friday.
School year plus five additional days during winter, spring or summer vacation period.

APPLICATION: Send cover letter, resume and copy of license(s) to:
NetworkRecruitment@schools.nyc.gov

An Equal Opportunity Employer

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, sexual orientation, gender (sex) or prior record of arrest or convictions (except as provided by law), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation, as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, NY, 11201.

APPROVED:  _____

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